



CITY OF DORAL
REQUEST FOR PROPOSALS (RFP) No. 2026-09
Custodial Services for City of Doral Facilities

NOTICE IS HEREBY GIVEN that the City of Doral is soliciting Request for Proposals from qualified contractors to submit their solicitation response for **Custodial Services for City of Doral Facilities**

Solicitation documents, addenda, and notices for this Solicitation can be viewed and downloaded through [OpenGov](#). Interested parties must register with [OpenGov](#) to receive automatic notifications of addenda or notices related to this Solicitation.

Electronic responses will only be received online via [OpenGov](#).

Issuance/Advertisement Date	April 6, 2026
Pre-Proposal Meeting (Mandatory)	April 15, 2026, 9:30am City of Doral City Hall, 3rd Floor 8401 NW 53 Terrace Doral, FL. 33166
Site Visit	04/15/2026 10:00 am City of Doral City Hall, 3rd Floor 8401 NW 53 Terrace Doral, FL. 33166
Cut-off Date for Written Questions	April 22, 2026, 4:00pm

<p>Deadline for RFP Submittals & Date of Opening</p>	<p>April 27, 2026, 2:30pm Microsoft Teams meeting</p> <p>Join: https://teams.microsoft.com/meet/28127721548167?p=XOSoGRxKf0hQDKjtZF</p> <p>Meeting ID: 281 277 215 481 67</p> <p>Passcode: 9kz3jj67</p>
<p>Anticipated Public Evaluation Committee Meeting Phase I (Non-Mandatory)</p>	<p>May 6, 2026, 11:00am City of Doral City Hall, 3rd Floor 8401 NW 53 Terrace Doral, FL. 33166</p>
<p>Anticipated Evaluation Committee Meeting - Interviews - Phase II (Closed to the Public) (Optional)</p>	<p>Meeting location, date, and time will be announced at a later date.</p>
<p>Anticipated Evaluation Committee Meeting – Final Ranking – Phase II (Optional)</p>	<p>Meeting location, date, and time will be announced at a later date.</p>

Attendance at the scheduled pre-bid meeting is **HIGHLY encouraged**. Attendees will be able to receive important information which will be discussed as it relates to this RFP procurement process.

This RFP procurement process is subject to the “Cone of Silence” as more particularly described in the solicitation. Accordingly, all questions regarding this RFP must be made in writing using the [OpenGov](#) platform.

Connie Diaz, MMC
City Clerk, City of Doral

CITY OF DORAL



Request for Proposals

Custodial Services for City of Doral Facilities

Submission Due Date: Monday, April 27, 2026, at 2:30 pm

RFP No. 2026-09

**Procurement and Asset Management Director:
ROMAN MARTINEZ, MPA, CPPO, CPPB**



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J - Sample Agreement

1. GENERAL INFORMATION

1.1. General Instructions and Submittal Requirements

1.1.1. Notice to Respondents

NOTICE: The City of Doral ("City") hereby gives notice of its intent to seek Responses from interested and qualified parties in response to this 2026-09 Custodial Services for City of Doral Facilities to provide the services described herein. Responses must be received before the deadline date and time specified below.

1.1.2. Project Overview

The City of Doral (the "City") is seeking Responses from qualified organizations or individuals to provide Custodial Services for City of Doral Facilities under the coordination of Procurement.

1.1.3. Procurement Schedule

All dates and times in this Solicitation may be changed by a written addendum issued by the City. After the deadline for Submittals, any remaining dates and times are estimates and may be adjusted by the City at its discretion without issuing a written addendum.

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1.1.4. Pre-Solicitation Conference
Conference Type: Mandatory

A Pre-Solicitation Conference will be held on the date and time specified in the Procurement Schedule. During this meeting, the requirements of this Solicitation will be reviewed and discussed.

Mandatory Meeting: Prospective Respondents must attend. Those who do not attend will be ineligible to submit a Response. Any Response submitted by a non-attendee will be deemed non-responsive.

Any changes to this Solicitation discussed during the conference or site visit are not binding unless included in a written addendum issued by the City.

Any substantive questions regarding the Solicitation must be submitted in writing using the [OpenGov](#) platform, on or before the question deadline.

Respondents are responsible for reviewing all information related to this Solicitation, including information presented at the conference. By submitting a Proposal, the Proposer certifies that it is sufficiently familiar with the facilities, work requirements, and all conditions that may affect contract performance.



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1.1.5. Cone of Silence Policy and Contact Information

This Solicitation is subject to the “Cone of Silence”. Accordingly, all questions or comments regarding this Solicitation must be made in writing using the [OpenGov](#) platform. No e-mails or phone calls will be accepted in reference to this Solicitation. If it becomes necessary to provide additional clarifying information that revises any part of this Solicitation, supplements or revisions will be made available via a written addendum posted on [OpenGov](#).

1.1.6. Method and Deadline for Submittal

Responses must be submitted electronically through [OpenGov](#) by the date and time stated above. The responsibility for submitting a Response before the stated time and date is solely and strictly that of the Respondent. The City is not responsible for any delayed, lost, late, misdelivered, or non-delivered Responses, no matter the cause. Any Responses received after the due date and time specified will not be considered.

Solicitation documents, addenda, and notices for this Solicitation can be viewed and downloaded through [OpenGov](#). Interested parties must register with [OpenGov](#) to receive automatic notifications of addenda or notices related to this Solicitation.

The City reserves the right to accept any Response deemed in its best interest, to waive minor irregularities, omissions, deviations, or technicalities, and to reject any or all Responses and re-advertise, as permitted by Florida Statutes, the City Charter, and the City Code. Minor issues may be corrected at the City’s discretion; however, material deficiencies, missing mandatory information, or failure to meet basic requirements may result in disqualification.

1.1.7. Term of Contract

The contract term will be an initial three (3) years term with an option to renew for three (3) additional one (1) year periods for a possible total of six (6) years, subject to cancellation as provided herein.

The City and the Awarded Respondent shall execute a contract (“Agreement”) within thirty (30) days after Notification of Award based upon the requirements set forth in the RFP through action taken by the City Council at a fully authorized meeting. If the Respondent awarded the Contract fails to enter into a contract as herein provided, the award may be declared null and void, and the Contract may be awarded to the next most responsible and responsive Respondent, or re-advertised, as determined by the City. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the Awarded Proposer(s). This prerogative may be exercised only when such continuation is clearly in the best interest of the City.

2. SCOPE OF WORK

2.1. Technical Specifications

2.1.1. Statement of Need/Objectives

The City of Doral is seeking proposals from qualified firms or entities (herein referred to as “proposer/bidder”) **Certified in Green Building Best Maintenance Practices for performing Custodial Services**, including the provision of: all personnel/labor, supervision, cleaning supplies and paper products consisting of: toilet paper, toilet seat covers, hand paper towels, garbage can liners, hand soap and any other materials necessary for the complete servicing of the facility/facilities in accordance with the specification provided. Any and all products utilized shall be “Green Certified



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Products” of the highest quality to effectively perform all duties. Failure to provide paper products or supplies of a quality previously approved by the City may be deemed insufficient by the Facilities Manager and shall be replaced by other approved products when required.

The annual budget for this service is \$200,000.00 annually.

A Bid Bond in the amount of five (5%) percent of the base bid amount is required for this project. **BID Bond MUST be submitted to the City Clerks Office no later than the Deadline for RFP Submittals & Date of Opening detailed in the timeline.**

2.1.2. Project Overview

The City of Doral desires to retain a Custodial Services firm to maintain the City’s facilities which include :

City Hall

50,670 square foot three story building, LEED Certified Government Center.

The facility houses: The Office of the Mayor, City Council and approximately 170 City employees of various departments.

Doral Police Department

24,430 square foot two story building.

Facility houses: Police Department of Doral and EEC MD County.

PD Training Center

10150 square feet

Facility houses: PD training department and simulation center.

Public Works Warehouse

4100 square feet

Facility houses: warehouse, vehicle repair facility and PW offices.

2.1.3. Scope of Work

The Awarded Proposer shall be required to perform various Custodial Services, which shall include but not be limited to the provision of: all personnel/labor, supervision, cleaning supplies and paper products consisting of: toilet paper, toilet seat covers, hand paper towels, garbage can liners, hand soap and any other materials necessary for the complete servicing of the facility/facilities in accordance with the specification provided. Any and all products utilized shall be “Green Certified Products” of the highest quality to effectively perform all



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duties. Failure to provide paper products or supplies of a quality previously approved by the City may be deemed insufficient by the Facilities Manager and shall be replaced by other approved products when required.

FACILITIES

The facilities to be maintained are as follows:

- Doral City Hall
 - Approx. 50,670 square foot three story building
 - LEED Certified Government Center.
 - The facility houses: The Office of the Mayor, City Council and approximately 170 City employees of various departments.
- Doral Police Department
 - Approx. 24,430 square foot two story building.
 - Police Department of Doral and EEC MD County.
- Public Works Warehouse
 - Approx. 4100 square foot building
 - warehouse, vehicle repair facility and PW offices.
- Police Department Training Center
 - Approx. 10,150 square foot building
 - PD training department and simulation center.

The City reserves the right to expand the scope of services to include additional facilities as needed and negotiated between the City and Awarded Proposer(s).

HOURS AND HOLIDAYS

All services for this facility shall be conducted between the hours of 4:00 p.m. and 11:00 p.m., five (5) days per week (Monday through Friday) or upon such other timeframe approved by the City. Janitorial personnel will not be required to work on the following holidays observed by the City:

- New Year's Day
- Memorial Day
- Juneteenth Day



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- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

2.1.4. SERVICE SPECIFICATIONS

1. FREQUENCY OF SERVICE

City Hall

- **Facility Size:** 50,670 sq. ft., three-story building
- **Description:** LEED Certified Government Center housing the Office of the Mayor, City Council, and approximately 170 City employees from various departments.
- **Cleaning Schedule:**
 - **Frequency:** 5 days per week (Monday – Friday)
 - **Service Hours:** 4:00 p.m. – 11:00 p.m

Doral Police Department (PD)

- **Facility Size:** 24,430 sq. ft., two-story building
- **Description:** Houses the Doral Police Department and EEC MD County.
- **Cleaning Schedule:**
 - **Frequency:** 5 days per week (Monday – Friday)
 - **Service Hours:** 4:00 p.m. – 11:00 p.m.

Public Works Warehouse

- **Facility Size:** 4,100 sq. ft.
- **Description:** Includes a warehouse, vehicle repair facility, and Public Works offices.
- **Cleaning Schedule:**
 - **Frequency:** 5 days per week (Monday – Friday)
 - **Service Hours:** 4:00 p.m. – 11:00 p.m.

PD Training Center

- **Facility Size:** 10,150 sq. ft.
- **Description:** Houses the Police Department training department and simulation center.



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- **Cleaning Schedule:**
 - **Frequency:** 5 days per week (Monday – Friday)
 - **Service Hours:** 4:00 p.m. – 11:00 p.m.

2. SERVICES PROVIDED ON A DAILY BASIS

A. Common/Public areas, Offices, Gymnasiums and Auditoriums

1. Empty and clean all waste and sanitary receptacles, replace plastic liners; wash if necessary.
2. Remove all waste collected from the building and dispose on City provided commercial dumpster.
3. Empty all office recycling receptacles and dispose into City provided 96 gallon recycling carts.
4. Vacuum all carpets.
5. Remove dirt *and or* marks from doors, walls, elevator walls and doors, light switches, glass panels and partitions.
6. Clean and disinfect all drinking fountains.
7. Spot clean carpets as needed.
8. Check for, and remove, any and all cobwebs.
9. Spot clean furniture, fixtures, doors walls, counters and glass partitions.
10. Sweep and damp mop elevators (including parking garage elevator), and main stairwells with germicidal detergent.
11. Spot clean main stairs, landings, walls, doors, and handrails.
12. Police all stairs and landings to ensure cleanliness.
13. Sweep and damp mop all hard floors using germicidal detergent and appropriate Caution Wet Floor Warning signs (Granite floors included as applicable).
14. Damp mop all tile floors, using germicidal detergent and appropriate Caution Wet Floor Warning devices to safeguard the public and departmental personnel.
15. Clean the clerk/ cashier windows and all building entrance doors.
16. Wipe clean all conference room tables.
18. Clean all water drinking fountains.
19. Wipe down and disinfect all exercise equipment.



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B. Restrooms

1. Clean and disinfect all urinals and toilet bowls, including toilet seats.
2. Clean and polish all mirrors and plumbing fixtures.
3. Wash, clean and disinfect all urinal walls and stall partitions.
4. Clean and disinfect all trash receptacles and replace all with plastic liners; wash if required.
5. Wet mop and disinfect all floors.
6. Scrub and disinfect all sinks and counter tops.
7. Remove all splash marks from all walls, partitions and cabinets.
8. Spot clean all commode partitions and doors, inside and outside.
9. Clean and dry all tables.
10. Replace urinal screens as needed.
11. Provide disposal bags for sanitary products on as needed basis where restrooms have provisions for these items.
12. Refill all dispensers and replenish all paper supplies and hand soap on a daily basis.
13. Report water leaks to the Facilities Manager.

C. Showers and Locker Rooms

1. Sanitize and polish all fixtures and splatter areas.
2. Damp clean and polish all mirrors, counter tops.
3. Clean and sanitize all showers and dressing areas: clean all shower hardware, walls and floors.
4. Remove all trash, debris, toiletries, or other articles left unattended outside lockers, which appear to be abandoned. (Determine placement of these items in conjunction with the Facilities Manager.
5. Disinfect lockers, furniture, fixtures, walls, partitions, doors, etc.
6. Wipe down and sanitize benches.
7. Empty trash and sanitary receptacles, replace liners.
8. Refill all paper, hand soap dispensers and sanitary napkin dispensers.

D. Employee Lounge Areas

1. Empty trash and recycling receptacles, replace liners.



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2. Clean trash and recycling receptacles.
3. Re-arrange furniture as needed.
4. Spot clean furniture, fixtures, doors walls, counters and glass partitions.
5. Wipe clean all tables, cabinets, appliances and counter tops.
6. Sweep hard floor surfaces.
7. Damp mop floors with germicidal detergent.

3. SERVICES REQUIRED ON A WEEKLY BASIS

A. Common/Public areas, Offices, Gymnasiums and Auditoriums

1. Dust, all building areas to include all surfaces of furniture (desks, tables, counters, files, fixtures, etc.) (Note: some personnel may request that their personal desk(s) be excluded; however, the bid should be based on all furnishings).
2. Clean and polish all furniture to include the auditorium furniture, podium etc.
3. Clean and spray buff hard floor surfaces including Granite floors as applicable.
4. Dust window treatments/blinds and windowsills.
5. Clean glass partitions.
6. Clean behind all doors and crevices along walls to eliminate dust buildup.
7. Vacuum or brush all upholstered furniture.
8. Sweep all stairwells, including parking garage.
9. Vacuum and clean all designated "high traffic" carpet areas.
10. Clean mop sink on janitorial closets.
11. Sweep and mop floors of janitorial closets.

B. Restrooms

1. Machine scrub and disinfect all restroom ceramic tile floors.
2. Wash and disinfect stall partitions.

C. Showers and Locker Rooms



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1. Machine scrub shower and locker room ceramic tile floors.
2. Wipe clean and disinfect all lockers.

D. Employee Lounge Areas

1. Machine scrub and spray buff hard floor surfaces.
2. Wash waste and recycling receptacles.
3. Clean interior and exterior of kitchen cabinets and drawers.
4. Clean upholstered seating as needed.
5. Perform thorough cleaning of tables, chairs and dining areas.

4 SERVICES REQUIRED ON A MONTHLY BASIS

A. Common/Public Areas, Offices, Gymnasiums and Auditoriums

1. Clean all air-conditioning vents.
2. Clean, strip, seal, buff and refinish various hard floor surfaces. Including Granite floors (With methods satisfactory to the City).
3. Vacuum and bonnet clean all carpets.
4. Clean interiors of all windows and window sills.
5. Clean and disinfect all trash receptacles and replace in their designated location(s).
6. Sweep and damp mop all stairs and/or landings.
7. Dust and clean all high areas not easy to reach during normal cleaning schedule.
8. Wipe clean all light fixtures throughout the building.

B. Restrooms

1. Deep clean all restrooms to include, toilet, sinks, ceramic tile walls, floors, tables, partitions and urinals.
2. Polish all plumbing fixtures and dispensers.
3. Dust all light fixtures and a/c vents.
4. Wash and disinfect all waste and recycling receptacles.



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C. Showers and Locker Rooms

1. Deep clean showers and locker room areas to include ceramic tile walls, floors, dressing areas, benches, lockers and drain strainers.
2. Replace damaged or moldy shower privacy curtain as needed.

5. SERVICES REQUIRED ON A QUATERLY BASIS

A. Common/Public areas, Offices, Gymnasiums and Auditoriums

1. Steam clean all carpets, using the hot water extraction method.
2. Strip, seal and refinish all hard floor surfaces. Including Granite floors as applicable.
3. Dust all auditorium wood and fabric panels (high and low).
4. Clean wall coverings as needed, using extreme caution and approved methods.
5. Clean upholstered furniture/seating throughout the building.
6. Clean and polish all metal door thresholds.

6. CLOSING INSTRUCTIONS

Common Areas

1. Report any maintenance problems in Facilities Manager's log book.
2. Turn off lights.
3. Set any alarms.
4. Close and lock all building's exterior doors.

7. QUOTE FOR ADDITIONAL SERVICES

Provide quotes for additional services per Square Feet as follows:

- Carpet vacuuming
- Carpet cleaning
- Scrub and wash ceramic tile floors
- Strip, seal and buff VCT floors



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- Dusting, cleaning, and removal of waste and recycling receptacles on approximately 1000 SQ. FT of office space.

8. ACCEPTANCE OF COMPLETED WORK

A representative from the City of Doral must approve the work and related costs prior to the commencement of work. The City of Doral will determine if the work that is done is acceptable. If the work does not meet the City's requirements, the Vendor must take whatever remedial action is necessary to meet the requirements. Work determined to be defective will be remedied by the contractor at no additional cost to the City within a period of 24 hours.

9. SUPPLIES AND PROGRAM

The Bidder shall supply all tools and equipment of every kind, ample in quantity and capacity, in good working order and suitable in character to carry out the work or services of his contract according to an approved program.

a. All equipment used in City Facilities shall comply with the requirements of IEQc3.4:

Green Cleaning, Sustainable Cleaning Equipment:

- Vacuum cleaners meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program— Vacuum Cleaner Criteria and are capable of capturing 96% of particulates 0.3 microns in size and shall operate with a sound level less than 70dBA.
- Carpet extraction equipment for restorative, deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor equipment—e.g., electric and battery-powered floor buffers and burnishers—is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level less than 70dBA.
- Propane-powered floor equipment has high-efficiency, low-emission engines with catalytic converters and mufflers that meet California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and onboard chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- Battery-powered equipment is equipped with environmentally preferable gel batteries.
- Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.



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b. Cleaning products and materials, including hard-floor and carpet-care products, used at the City Facilities shall, when possible, meet the requirements of IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials.

Product types subject to these requirements include, but are not limited to, bio-enzymatic cleaners, hard-floor cleaners, carpet cleaners, general-purpose cleaners, specialty cleaners, odor control, disinfectants, disposable janitorial paper products and trash bags, and hand soaps.

c. IEQc3.3: Green Cleaning, Purchase of Sustainable Cleaning Products and Materials Criteria:

- The cleaning products meet one or more of the following standards for the appropriate category:
 - Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaner use for industrial and institutional purposes
 - Environmental Choice CCD-110, for cleaning and degreasing compounds
 - Environmental Choice CCD-146, for hard-surface cleaners
 - Environmental Choice CCD-148, for carpet and upholstery care.
- Disinfectants, metal polish, floor finishes, strippers or other products not addressed by GS-37 or Environmental Choice CCD-110, 146, or 148 shall meet at least one of the following standards for the appropriate category:
 - Green Seal GS-40, for industrial and institutional floor-care products
 - Environmental Choice CCD-112, for digestion additives for cleaning and odor control
 - Environmental Choice CCD-113, for drain or grease-trap additives
 - Environmental Choice CCD-115, for odor-control additives
 - Environmental Choice CCD-147, for hard-floor care
 - California Code of Regulations maximum allowable VOC levels for the specific product category.
- Disposable janitorial paper products and trash bags meet the minimum requirements of one or more of the following programs for the applicable product category:
 - U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners
 - Green Seal GS-09, for paper towels and napkins
 - Green Seal GS-01, for tissue paper
 - Environmental Choice CCD-082, for toilet tissue
 - Environmental Choice CCD-086, for hand towels



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- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.
- Hand soaps meet one or more of the following standards:
 - No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements)
 - Green Seal GS-41, for industrial and institutional hand cleaners
 - Environmental Choice CCD-104, for hand cleaners and hand soaps.

d. Equipment and Supplies

The Awarded Proposer shall supply all tools, equipment, and supplies of every kind, ample in quantity and capacity, in good working order and suitable in character to carry out the work or services of the contract according to an approved program.

Approved Product List: The products indicated below are approved for use. Products beyond those listed here must be submitted for approval prior to use.

Product Type	Manufacturer/Product Name	Sustainability Criteria Met
Toilet Tissue	SCOTT® 2-ply Standard Roll Bathroom Tissue	Meets EPA Standards for minimum post consumer waste content.
C-Fold Towel	EcoSoft™ Green Seal™ C-Fold Towel	Exceeds EPA guidelines for post-consumer wastepaper content, and features environmentally preferable packaging
Glass Cleaner	Betco Green Earth® Glass Fastdraw®	Environmentally preferable glass and surface cleaner. Green Seal Certified
Daily Disinfectant Cleaner	Betco Green Earth® Daily Disinfectant Cleaner Fastdraw®	A multi-purpose, germicidal detergent and deodorant effective in hard water up to 400 ppm plus 5% organic serum. Disinfects, cleans and deodorizes.



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Natural All Purpose Cleaner	Betco Green Earth® Natural All Purpose Cleaner Fastdaw®	Environmentally Preferable spray and wipe cleaner
Peroxide Cleaner	Betco Green Earth® Peroxide Cleaner Fastdraw®	Environmentally Preferable multi- purpose cleaner. Green Seal Certified
Degreaser	Betco Green Earth® Natural Degreaser Fastdraw®	Environmentally Preferable degreaser
Restroom Cleaner	Betco Green Earth® Restroom Cleaner Fastdraw®	Heavy Duty Non- Corrosive Organic Acid Restroom Cleaner
Daily Floor Cleaner	Betco Green Earth® Daily Floor Cleaner Fastdraw®	Environmentally preferable daily floor cleaner. Green Seal Certified
Floor Stripper	Betco Green Earth® Floor Stripper	Non-butyl/ non- ammoniated stripper. Green Seal Certified
Floor Finish & Sealer	Betco Green Earth® Prelude Floor Finish & Stripper	Green Seal™ certified solution for protecting and maintaining floors.

In the event a particular approved product becomes unavailable during the term of the Contract, the Contractor awarded that item may arrange with the City's authorized representative(s) to supply a substitute product at the awarded price or lower provided that a sample is approved in advance of delivery and that the new product meets or exceeds all quality requirements.

e. Quality of Goods/Services

All products utilized throughout the facilities in the performance of the Awarded Proposer(s) responsibilities shall be Green Certified Products of highest quality to effectively perform all duties. Failure to provide products or supplies of a quality previously approved by the City may be deemed insufficient by the Facilities Manager and shall be replaced by other approved product(s) at Awarded Proposer(s)' cost when required. All equipment shall be safe and in good operational condition.

f. Processing of Application for Payment

Cut-off date is the close of the Work day of the final Friday of each month. Contractor shall submit by the first Friday of each month Contractor's completed Application for Payment for the previous period. City must be



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notified of all scheduled and completed work in sufficient time to verify completeness of such work. Should the submittal date fall on a holiday, Contractor shall submit his application on the next workday.

Contractor is advised that processing of draws must follow this schedule, as the City has funding requirements and other payment obligations which may prevent payment of late Application for Payment for that month's billing cycle. Late Application for Payment with a Recommendation for Payment will be paid in the next month's billing cycle.

g. SAFETY AND PROTECTION

The CONTRACTOR will be responsible for initiating, maintaining and supervising all safety precautions and programs. They will take all necessary precautions for the safety of, and will provide the necessary protection to prevent damage, injury or loss to:

- All employees and other persons who may be affected thereby,
- All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the work area, and
- Other property at the work area or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

h. WORK DURING INCLEMENT WEATHER

No Work shall be done under these specifications except by permission of the City when the weather is unfit for good and careful Work to be performed. Should the severity of the weather continue, the Contractor upon the direction of the City, shall suspend all Work until instructed to resume operations by the City.

i. COMMENCEMENT CONFERENCE

Within five (5) days after delivery of the executed Agreement by City to the Contractor, but before starting the Work, a commencement conference will be held to review the above schedules, and provide procedures for processing Applications for Payment, and to establish a working understanding between the parties as to the Project. Present at the conference will be the City representative, and the Contractor.

2.1.5. Qualifications and Experience

The City wishes to engage a firm that is regularly engaged in, and legally authorized to conduct, the business of providing the services as described herein. The firm shall have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. There shall not be any pending criminal charges against the firm, principal owners, partners, corporate officers, or management employees. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established operation as determined by officials of the City of Doral. Bidder shall be fully licensed to perform the work described herein and shall comply with all applicable State Statutes and local codes and ordinances.



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A. All firms that submit a bid shall meet, but not be limited to, the following minimum qualifications:

1. The firm, or principals of the firm, shall be regularly engaged in the business of providing the services described herein. The firm shall have a record of performance and operation within Florida for a five-year period of time immediately preceding this Invitation to Bid. The firm shall have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. There shall not be any criminal charges pending against the firm, principal owners, partners, corporate officers, or management employees. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well-established operation as determined by officials of the City of Doral.

2. Bidder shall be fully licensed to perform the work described herein and shall comply with all applicable State Statutes and local codes and ordinances.

3. Bidder must have performed work in the Florida on at least three (3) Custodial Maintenance jobs, each within the past five (5) years. At least one (1) of these jobs must have been performed for a governmental entity in Florida.

Supporting references must include company name or governmental agency, contact person telephone number and email address. It is the responsibility of the Bidder to ascertain that the contact person will be responsive.

4. Section 8 of this RFP there is a Performance Evaluation Survey. Prospective proposer is to send the survey to their client and in turn the client will forward the Performance Survey to the City of Doral at performancesurvey@cityofdoral.com. The City reserves the right to verify and/or visit these or any other references as part of the evaluation and ranking of proposers.

5. The bidder must show proof of having met these minimum requirements on the "Bidder Qualification Statement" in Section 8 Vendor Questionnaire. THE CITY WILL NOT ACCEPT ANY SUBSTITUTION FOR THIS FORM.

Respondents must show proof of meeting these minimum qualifications and should do so by the completion of the forms included in Vendor Response section. Respondents must also identify at least one (1) reference for each project/contract identified to substantiate specified experience, as required in Vendor Response section. It is the responsibility of the Respondent to ascertain that the reference/contact person will be responsive.

6. Respondents must provide a letter identifying all government entities, if any, for whom they have entered into agreements to provide instruction.

7. Bidder shall have never filed for bankruptcy, be in sound financial condition, have no record of pending lawsuits or criminal activities, and shall not have conflicts of interest which may be of embarrassment to the City.

8. Bidder shall not submit a bid should the contractor have any member, officer, or stockholder that is in arrears or is in default of any debt or contract involving the City, is a defaulter or surety otherwise, upon any obligation to the City, and/or has failed to perform faithfully any previous contract with the City.

9. Bidder shall be certified in Green Building Best Maintenance Practices by an accredited Institution.



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10. Bidder shall provide a Quality Control Program, suited to track performance and to ensure the highest quality service.

Failure to meet the above-stated mandatory minimum qualifications will result in the Respondent's submittal being disqualified as non-responsive. The City may consider a Response responsive where a Respondent has less than the stipulated minimum number of years of experience, solely where the Respondent has undergone a name change and such change-of-name has been filed with the State of Florida, or where the Respondent was a subsidiary of a larger firm and the Respondent's firm has been merged into the larger firm. Respondents must include documentation substantiating the above-stated minimum requirements as part of their Response for the City to consider crediting the years of experience from the Respondent under its previous name, if applicable.

2.1.6. Licensing

Successful respondent must provide a copy of their occupational/business license and State registration at time of award. Florida state registration can be downloaded and printed via www.sunbiz.org.

2.1.7. Pricing

If the Bidder is awarded a contract under this RFP solicitation procurement process, the prices quoted by the Bidder shall remain fixed and firm throughout the initial term of this contract. However, the Bidder may offer incentives and discounts from this fixed price to the City at any time during the contractual term.

Prior to, or upon completion of that initial term, the City shall have the option to renew this contract for an additional three (3) years on a year by year basis. Prior to completion of each exercised contract term, the City may consider an adjustment to price based on changes in the Consumer Price Index Urban Wage Earners and Clerical Workers, Miami / Ft Lauderdale – All Items. *(or, if applicable, whatever Dept of Labor CPI Index relates to the commodity / service being procured)*

It is the Awarded Bidder's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the request for adjustment should be submitted 90 days prior to expiration of the then current contract term. The adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the City will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

The City reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence price. The City reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the applicable index.

The City reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial term, and any option subsequently exercised, is a City prerogative, and not a right of the Awarded Bidder. This prerogative will be exercised only when such continuation is clearly in the best interest of the City.

2.2. Pricing Proposal

Proposer is to provide all lump pricing below for each location shall be inclusive of labor cost, chemical supplies, miscellaneous supplies, paper goods, and equipment to be used in the performance of custodial/janitorial services cited in this RFP. A separate breakdown of the lump sum is requested by line item



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to allow the Evaluation Committee to evaluate how the bidder/proposer has arrived at the lump sum. Breakdown of lump sum may be provided via an upload of the Excel spreadsheet provided as part of this RFP with the proposer’s RFP bid response. A sample Excel spreadsheet is provided with the solicitation; each city location should have a line-item breakdown of the lump sum. In addition, a separate Excel spreadsheet shall be provided for Green Certified chemicals and paper goods as per Green Seal’s Standard for Industrial and Institutional Cleaners. Bidder shall include all taxes, insurance, social security, workmen's compensation, and any other benefits normally paid by the bidder to its employees.

Custodial Supplies Requirement - All supplies necessary for the custodial work to be provided to the City must be included in the contract price for the services. To ensure full transparency, the City requests that proposers submit a detailed list of custodial supply costs along with their response to this RFP. A separate Excel spreadsheet has been provided to assist proposers in itemizing the supply costs associated with delivering custodial services for the City of Doral.

MONTHLY PRICE BY LOCATION

Line Item	Description	Quantity	Unit of Measure	Monthly Cost	Annual Total
1	City Hall	12	month		
3	Doral Police Department	12	month		
4	Police Department Training Center	12	month		
5	Public Works Warehouse	12	month		
TOTAL					

LABOR RATES (AS NEEDED)

Line Item	Description	Minimum Quantity	Unit of Measure	Unit Cost	Total
1	Porters (Janitors)- miscellaneous locations		hours		
2	Supervisors- miscellaneous locations		hours		

TASK RATE (AS NEEDED)



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Line Item	Description	Minimum Quantity	Unit of Measure	Unit Cost	Total
1	Carpet Vacuuming		hours per task/sq.ft		
2	Carpet Cleaning		hours per task/sq.ft		
3	Scrub and wash ceramic tile floors		hours per task/sq.ft		
4	Strip, seal and buff VCT floors		hours per task/sq.ft		
5	Dusting, cleaning and removal of waste and recycling receptacles on approx. 1000sq.ft. of office space		hours per task/sq.ft		
6	Hourly labor cost of additional employee		hours per task/sq.ft		

3. MINIMUM INSURANCE REQUIREMENTS

3.1. MINIMUM INSURANCE REQUIREMENTS

3.1.1. Commercial General Liability

Limits of Liability

Bodily Injury & Property Damage Liability

Each Occurrence \$2,000,000

Policy Aggregate (Per job or project) \$4,000,000

Personal & Advertising Injury \$1,000,000

Products & Completed Operations \$4,000,000

Endorsements Required:

City of Doral listed as an additional insured.

Contingent & Contractual Liability

Premises and Operations Liability

Primary Insurance Clause Endorsement



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Explosion, Collapse & Underground Hazard

Waiver of Subrogation in favor of City

3.1.2. Business Automobile Liability

Limits of Liability

Bodily Injury and Property Damage

Combined Single Limit

Any Auto/Owned Autos or Scheduled Autos

Including hired and Non-Owned Autos

Any One Accident \$1,000,000

Endorsements Required:

City of Doral listed as an additional insured

3.1.3. Workers Compensation

Statutory- State of Florida

Employer's Liability

Limits of Liability

\$1,000,000 for bodily injury caused by an accident, each accident.

\$1,000,000 for bodily injury caused by disease, each employee.

\$1,000,000 for bodily injury caused by disease, policy limit.

Workers Compensation insurance must be provided for all persons fulfilling this contract, whether employed, contracted, temporary or subcontracted.

3.1.4. Umbrella or Excess Liability Insurance

can be utilized to provide the required limits. Coverage shall be "following form" and shall not be more restrictive than the underlying insurance policy coverages, including all special endorsements and City as Additional Insured status.

3.1.5. Subcontractors' Compliance

It is the responsibility of the contractor to ensure that all subcontractors comply with all insurance requirements.

The above policies shall provide the City of Doral with written notice of cancellation or material change from the insurer in accordance to policy provisions. Companies authorized to do business in the State of Florida with the following qualifications shall issue all insurance policies required above. City reserves the right but not the obligation to reject any insurer providing coverage due to poor or deteriorating financial condition.



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The Company must be rated no less than “A-” as to management, and no less than “Class V” as to financial strength, by the latest edition of Best Insurance Guide published by A.M. best Company, or its equivalent. All policies or certificates of insurance are subject to review and verification by Risk Management.

Please Note: The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled, or materially changed until at least thirty (30) days prior written notice has been given to the City. Certificates of insurance, reflecting evidence of the required insurance, shall be provided to the City, or in accordance to policy provisions. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of this Agreement, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Agreement or extension hereunder is in effect.

The City reserves the right to require additional or alternative insurance in order to meet the full value of the scope of services.

At time of award, the successful bidder must furnish a Certificate of Insurance and Declaration of Coverage Page showing the City of Doral as additional named insured on each of the policies referenced above.

4. RESPONSE REQUIREMENTS

4.1. Required Forms & Certifications

Interested Respondents will submit the following forms in the exact sequence provided, including insertion of documents where specified. The following materials are considered essential and non-waivable for any response to this solicitation.

- A. The required forms are attached to this Solicitation as Section 6, and are inclusive of the following:
 1. Business Entity Affidavit
 2. Certificate of Authority
 3. Proposer Qualification Statement
 4. List of Proposed Subcontractors (If applicable)
 5. Affidavit Regarding Unauthorized Aliens Under 448.085, Florida Statutes
 6. Bidder Affirmation
 7. Conflict of Interest Disclosure Form
 8. Required Affidavit Regarding the Use of Coercion for Labor and Services
 9. Public Entity Crimes
 10. Performance Evaluation Survey (References)
 11. Pricing Proposal
- B. The required confirmation questions to this Solicitation as Section 6, and are inclusive of the following:



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1. Compliance with Foreign Entity Laws
2. Disability Non-Discrimination & Equal Employment Opportunity
3. Conformance with OSHA Standards
4. E-Verify Program Affidavit
5. No Contingency Affidavit
6. Copeland “Anti-Kickback” Act Affidavit
7. Non-Collusion Affidavit
8. Drug Free Workplace Program
9. Cone of Silence Certification

4.2. Technical Response Requirements

4.2.1. Project Approach and Work Plan

Proposer shall submit a comprehensive **Project Approach and Work Plan** describing how custodial services will be delivered across the City’s facilities, including but not limited to City Hall, Police Department, Police Department Training Center and Public Works facilities.

The submission shall be clear, detailed, and tailored to the unique operational requirements of municipal environments.

a. Understanding of Scope and Facility Needs

Proposer shall demonstrate a thorough understanding of the scope of services and the unique operational characteristics of each facility type. This includes recognizing the differences between public-facing administrative spaces, secure law enforcement areas, and industrial or maintenance environments. The Proposer shall describe anticipated challenges such as high-traffic areas, after-hours cleaning requirements, and restricted access zones, and explain how services will be adapted to meet varying cleanliness standards and operational sensitivities.

b. Staffing Plan and Workforce Management

The Proposer shall provide a detailed staffing plan that clearly identifies staffing levels by facility and shift, including the roles and responsibilities of personnel such as day porters, night cleaning crews, and supervisors. The plan shall include proposed work schedules, including coverage for weekends and holidays, and shall address strategies for employee recruitment, training, retention, and turnover mitigation. Proposer shall also describe their background screening procedures and security protocols for personnel assigned to sensitive areas, particularly within the city’s Police Department facilities.

c. Cleaning Methodology and Service Delivery

Proposer shall describe their overall approach to delivering custodial services, including the methods, procedures, and standards that will be used to maintain cleanliness. This shall include a breakdown of daily, weekly, monthly, and periodic tasks, as well as specific procedures for specialized areas such as offices,



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conference rooms, restrooms, gym, locker rooms, lounge rooms, and maintenance bays. The Proposer shall identify the equipment, tools, and cleaning products to be used, including any environmentally preferable practices, and explain how consistency and quality will be maintained across all facilities.

d. Work Plan and Implementation Schedule

The Proposer shall provide a comprehensive work plan outlining how services will be implemented and maintained throughout the contract term. This shall include a transition plan from any incumbent contractor, detailing timelines, key milestones, and coordination efforts. The work plan shall also describe mobilization activities such as staff onboarding, training, and deployment of equipment and supplies. Routine service schedules for each facility shall be included, along with contingency plans to address staffing shortages, emergencies, or unforeseen disruptions.

e. Supervision and Contract Management

Proposer shall describe their approach to supervision and overall contract management, including the organizational structure that will support service delivery for each location. The response shall identify supervisory personnel, describe the frequency and type of site visits and inspections, and outline communication protocols with City of Doral representatives. The Proposer shall also explain procedures for issue identification, escalation, and resolution to ensure timely and effective responses to any service concerns.

f. Quality Control and Continuous Improvement

The Proposer shall outline the methods that will be used to monitor, measure, and ensure service quality. This shall include inspection processes, performance metrics, and any key performance indicators that will be utilized. Proposer shall describe any technology or reporting systems that will support quality assurance efforts and provide transparency to the City. In addition, the Proposer shall explain their approach to continuous improvement, including how feedback will be incorporated and how service delivery will be refined over time.

g. Problem-Solving and Continuous Improvement Methods

Proposers shall demonstrate their ability to effectively respond to operational challenges by describing their problem-solving approach and continuous improvement methods. This shall include examples of how service complaints, performance deficiencies, or unexpected issues are addressed. The Proposer shall also explain how they adapt to changing conditions, implement corrective actions, and proactively identify opportunities to enhance service delivery.

4.2.2. Sustainable Cleaning Practices

- Detail use of green-certified cleaning products (e.g., Green Seal, EPA Safer Choice)
- Detail Waste reduction and recycling practices
- Detail Water and energy conservation methods

4.2.3. Compliance & Risk Management

- Detail OSHA compliance and safety programs
- Detail Adherence to federal, state, and local labor laws



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- Detail Emergency preparedness and incident response process and capabilities
- Describe your approach to identifying and mitigating risks related to:
- Include contingency plans to ensure uninterrupted services during the contract term.

4.2.4. Innovation & Value-Added Services

- Use of technology (inspection apps, reporting tools, IoT monitoring)
- Identify equipment and resources your organization will provide to support program operations, including safety equipment, instructional materials, and communication tools.
- Process improvements or efficiencies
- Additional services at no or minimal cost
- Use of environmentally preferable equipment (HEPA vacuums, low-noise equipment)

4.3. Staffing & Qualifications

Respondents must provide documentation demonstrating their ability to meet the minimum qualifications and deliver the services described in the Scope of Work. Responses should address both the firm's overall qualifications and the qualifications of key individuals assigned to this project.

4.3.1. Firm Qualifications

- Indicate the number of years the firm has provided services similar in nature and scope to the services described in the Scope of Work.
- Provide examples of past relationships with public agencies, municipalities, or programs of comparable size and service requirements.
- Describe the firm's ability to meet scheduling and budget requirements, including strategies for staffing consistency and coverage throughout the contract.
- Identify any additional capabilities or resources that could be offered to improve services.

4.3.2. Project Manager/Program Lead

- Identify the individual who will serve as the primary point of contact for the City.
- Provide a summary of their relevant experience, including projects or programs of similar size and scope.

4.3.3. Key Personnel & Staffing Capacity

- List experience and qualifications of management, supervisors, and key personnel
- Detail staffing levels and ability to meet service demands
- Detail Recruitment, hiring, and retention practices
- Detail Background checks and employee screening procedures



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4.4. References and Past Performance

The “Performance Evaluation Survey” form is provided in Vendor Response section of this Solicitation. Respondents must provide this form to their references for completion. A minimum of three (3) current/former customers to complete and send directly to the City at PerformanceSurvey@cityofdoral.com.

The City may use the completed survey forms to evaluate each Respondent’s past performance. The City may also independently verify the information provided, review consumer affairs or complaint records, contact references directly, and obtain any other information it deems necessary to assess a Respondent’s qualifications and ability to perform.

The City, in its sole discretion, will determine whether a Respondent is qualified. Submission of a Response constitutes acknowledgment of and consent to this evaluation process.

4.5. Financial Stability Documentation

4.5.1. Dun & Bradstreet Report

All Respondents are required to provide a current Dun & Bradstreet (D&B) Business Information Report for their company as part of their submission. This report will be used by the City to evaluate the proposer’s financial stability and capacity to undertake additional services.

The Dun & Bradstreet report must:

- A. Be ordered, paid for, and obtained directly by the proposer.
- B. Reflect the proposer’s most recent financial information available.
- C. Be included in the proposer’s submittal package to the City.

4.5.2. Bid Bond / Performance Bond

The proposer/bidder shall have at least five (5) years of experience and operating under its current business name. The proposer/bidder must have the ability to obtain a **100% performance and payment bonds** at the time of contract execution. The proposer/bidder shall submit proof of their bonding capacity by means of a letter from their bonding company.

A physical Bid Bond in the amount of five (5) percent of the total base bid amount is required for this RFP. Bid Bonds **MUST be submitted to the City Clerks Office no later than the Deadline for RFP Submittals & Date of Opening detailed in the timeline . Any physical Bid Bond that is not submitted to the City Clerk’s office by the deadline date will deem the RFP response as non-responsive and would receive no further consideration under this RFP procurement process. No digital Bid Bond will be accepted, only physical submitted bid bonds are accepted. Inability to submit a physical bid bond is grounds for disqualification and such proposer/bidder may be deemed non-responsive and receive no further consideration under this RFP procurement process.**

Additionally, proposer/bidder is to complete forms – Performance and Payments Bonds and submit with their proposal response. The proposer/bidder shall submit proof of their bonding capacity by means of a letter from their bonding company to demonstrate their capacity to be able to submit the required Payment and Performance Bonds required for this RFP and subsequent contract.



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4.5.3. Audited Financial Statements

The City reserves the right to request the Respondent's two (2) most recent fiscal years' complete, audited Financial Statements, including income statement, balance sheet, statement of owner's equity, statement of cash flows, management analysis and discussion, and financial notes sections.

The Respondent's audited financial statements may be evaluated by the City's Director of Finance and/or designee(s) to determine the Respondent's ability to meet the implicit and explicit contractual obligations identified in this solicitation and provide the level of services required by the specifications that result from the solicitation process.

5. EVALUATION CRITERIA AND METHODOLOGY

5.1. Evaluation Process Overview

5.1.1. Preliminary Review

Procurement staff will review all Responses to confirm compliance with the submission requirements for this Solicitation. Non-compliant Responses may be deemed non-responsive and excluded from further consideration.

5.1.2. Phase I – Committee Evaluation

An Evaluation Committee ("Committee"), appointed by the City Manager, will evaluate each responsive Response in accordance with the requirements of this RFP. The Committee will consist of at least three (3) but no more than five (5) members. The Committee may rank all responsive firms and, at its discretion, shortlist the highest-ranked firms for Phase II evaluation.

5.1.3. Phase II – Oral Presentations/Interviews (If Conducted)

The Committee may interview all Respondents or only the shortlisted firms. After the interviews are completed, the committee may adjust its rankings. The City may also determine that interviews are not necessary and proceed with award recommendations based solely on Phase I evaluations. Procurement staff will compile the Committee's final scores/rankings and forward them to the City Manager.

5.1.4. City Manager Review

- A. The Procurement Department will prepare a memorandum addressed to the City Manager providing the Evaluation Committee's recommendation. The City Manager will review the Committee's scores and rankings along with the administrative review by Procurement staff. In the City's best interest, the City Manager may:
- Recommend award to City Council.
 - Reject the Committee's scoring in whole or in part.
 - Direct the Committee to re-evaluate.
 - Reject all Responses.



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5.1.5. Final Award

The final award is subject to City Council approval. The City is the sole judge of its best interests and reserves the right to reject all Responses at its sole discretion. The City's decision will be final.

In the event the awarded firm fails to execute the agreement or perform services after award, the City of Doral reserves the right to negotiate and execute a contract with the next most qualified firm, as determined during the original selection process, without further solicitation.

5.2. Scoring Criteria & Weights

Responses will be evaluated by the Committee according to the following criteria and their respective weights. The Committee will score using a 0-5 rating scale to determine the points awarded for each of the following criteria:

Rating Scale

0 – Non-Responsive / Unacceptable

Proposal fails to address the criterion, contains major deficiencies, or is non-compliant. Cannot be awarded points.

1 – Poor

The proposal minimally addresses the criterion. Significant weaknesses or gaps exist, and it is unlikely to meet the requirements.

2 – Fair

The proposal addresses some aspects of the criterion, but is incomplete or unclear. Weaknesses outweigh strengths, and there is limited confidence in successful performance.

3 – Satisfactory / Acceptable

The proposal adequately addresses the criterion. Its strengths and weaknesses are balanced. It meets the minimum requirements with moderate confidence in success.

4 – Good

The proposal fully addresses the criterion with meaningful strengths. Minor weaknesses may exist, but overall, the response is thorough, clear, and demonstrates above-average capability.

5 – Excellent / Outstanding

The proposal completely and convincingly addresses the criterion. It demonstrates exceptional strengths, innovation, or value. There are no significant weaknesses, which provides high confidence in successful performance.

Extra Points:

Following the completion of the allocation of points by the committee, points will be added for the following criteria:



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Respondent provided proof of certification showing it is a certified veteran business enterprise or certified service-disabled veteran business enterprise, as defined in City of Doral Code Section 2-324	5 points
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Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Firm Experience & Qualifications</p> <p>Evaluation of the Proposer's overall experience providing custodial services, particularly for governmental, institutional, or similarly sized facilities.</p> <ul style="list-style-type: none"> • Years in business providing custodial services • Experience with public sector clients (municipal, county, state, federal) • Experience with facilities of similar size, scope, and complexity • Relevant licenses, certifications, and industry credentials 	0-5 Points	20 <i>(20% of Total)</i>
2.	<p>Key Personnel & Staffing Capacity</p> <p>Evaluation of the qualifications, experience, and availability of the proposed staff.</p> <ul style="list-style-type: none"> • Experience and qualifications of management, supervisors, and key personnel • Staffing levels and ability to meet service demands • Recruitment, hiring, and retention practices • Background checks and employee screening procedures • Training programs (initial and ongoing) 	0-5 Points	10 <i>(10% of Total)</i>



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3.	<p>Project Approach & Work Plan</p> <p>Evaluation of the Proposer's overall Project Approach & Work Plan</p> <ul style="list-style-type: none"> • Understanding of Scope and Facility Needs • Cleaning Methodology and Service Delivery • Work Plan and Implementation Schedule • Supervision and Contract Management • Quality Control and Continuous Improvement • Problem-Solving and Continuous Improvement Methods 	0-5 Points	20 <i>(20% of Total)</i>
4.	<p>Past Performance (Performance Surveys)</p> <p>Evaluation of the Proposer's Performance Surveys submitted by their clients</p>	0-5 Points	10 <i>(10% of Total)</i>
5.	<p>Sustainable Cleaning Practices</p> <p>Evaluation of environmentally responsible cleaning practices and products.</p> <ul style="list-style-type: none"> • Use of green-certified cleaning products (e.g., Green Seal, EPA Safer Choice) • Waste reduction and recycling practices • Water and energy conservation methods • Use of environmentally preferable equipment (HEPA vacuums, low-noise equipment) 	0-5 Points	10 <i>(10% of Total)</i>



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6.	<p>Innovation / Value-Added Services</p> <p>Evaluation of additional services or innovations that enhance efficiency.</p> <ul style="list-style-type: none"> ● Use of technology (inspection apps, reporting tools, IoT monitoring) ● Process improvements or efficiencies ● Additional services at no or minimal cost ● Emergency response capabilities ● Use of environmentally preferable equipment (HEPA vacuums, low-noise equipment) 	0-5 Points	5 <i>(5% of Total)</i>
7.	<p>Compliance & Risk Management</p> <p>Evaluation of the Proposer's ability to meet regulatory and contractual requirements.</p> <ul style="list-style-type: none"> ● OSHA compliance and safety programs ● Insurance coverage and risk mitigation practices ● Adherence to federal, state, and local labor laws ● Emergency preparedness and incident response 	0-5 Points	5 <i>(5% of Total)</i>



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8.	<p>Price Proposal</p> <p>Evaluation of overall cost and value for the services.</p> <ul style="list-style-type: none"> • Total cost proposal (including all labor, materials, equipment) • Cost competitiveness and reasonableness • Transparency and completeness of pricing • Cost control measures and long-term value 	0-5 Points	20 <i>(20% of Total)</i>
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Phase 2 Presentation and Question & Answer Session

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Presentation Quality & Clarity</p> <p>Evaluation of how effectively the Proposer communicates its approach during the presentation.</p> <ul style="list-style-type: none"> • Organization, clarity, and professionalism of the presentation • Ability to clearly explain services, processes, and responsibilities • Effective use of time and materials • Consistency with the written proposal (no contradictions) 	0-5 Points	30 <i>(30% of Total)</i>



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2.	<p>Quality of Responses to Questions</p> <p>Evaluation of responses to question form the Committee or facilitator.</p> <ul style="list-style-type: none"> • Accuracy, completeness, and depth of responses • Ability to provide direct, clear, and non-evasive answers • Demonstrated expertise and operational knowledge • Consistency with proposal commitments • Transparency and honesty (e.g., acknowledging limitations) 	0-5 Points	25 <i>(25% of Total)</i>
3.	<p>Demonstrated Understanding & Approach Validation</p> <ul style="list-style-type: none"> • Depth of understanding of Agency needs and site conditions • Ability to connect their approach to your specific environment • Practicality and feasibility when challenged 	0-5 Points	15 <i>(15% of Total)</i>



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4.	<p>Problem Solving & Continuous Improvement Methods</p> <p>Evaluation of the Proposer's ability to identify issues, implement solutions, and continuously improve service delivery.</p> <ul style="list-style-type: none"> ● Approach to identifying and resolving service deficiencies ● Use of performance metrics, KPIs, and data-driven improvements ● Continuous improvement processes (e.g., audits, feedback loops, corrective actions) ● Examples of past improvements implemented for clients ● Commitment to ongoing optimization and innovation 	0-5 Points	15 <i>(15% of Total)</i>
5.	<p>Value-Added Services & Innovation (Non-Pricing)</p> <p>Value-Added Services & Innovation (Non-Pricing).</p> <ul style="list-style-type: none"> ● Additional services, tools, or technologies offered ● Enhancements to efficiency, sustainability, or reporting ● Practical benefit and applicability to the Agency 	0-5 Points	15 <i>(15% of Total)</i>

5.3. Oral Presentations/Interviews (if applicable)

The City will make every reasonable effort to complete evaluations and rankings based solely on the written responses submitted, to avoid unnecessary expense to both the City and Respondents. Oral Presentations/Interviews are not automatically scheduled for this RFP. The Evaluation Committee has the sole responsibility to determine if oral presentations or interviews are necessary to clarify or expand upon the information in the written submittals. The City may schedule them with either all Respondents or a shortlisted group, at its sole discretion.

Interviews may be conducted **in person at a City facility or via a secure online meeting platform**, as determined by the City. The City will provide reasonable advance notice of the format, schedule, and any technical requirements.



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Oral presentations/interviews are exempt from the public meeting requirements pursuant to **Section 286.011, Florida Statutes**, but will be recorded for public record purposes in accordance with **Section 119.07(1), Florida Statutes**, as amended.

Participation in interviews is at the Respondent's expense. Respondents should ensure that proposed key personnel, including any staff identified in the response as critical to the project's success, are available to participate if interviews are requested. Failure to participate in an interview when requested may result in a determination that the Response is non-responsive.

6. SPECIAL PROVISIONS

6.1. Special Terms and Conditions

A. DEFAULT/FAILURE TO PERFORM

The City shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Bidder/Proposer to accept the award, to furnish required documents, and/or to fulfill any portion of this contract within the time stipulated.

Upon default by the successful Bidder/Proposer to meet any terms of this agreement, the City will notify the Bidder/Proposer of the default and will provide the contractor three (3) days (weekends and holidays excluded) to remedy the default. Failure on the contractor's part to correct the default within the required three (3) days shall result in the Contract being terminated and upon the City notifying in writing the contractor of its intentions and the effective date of the termination. The following shall constitute default:

- A. Failure to perform the work or deliver the goods/services required under the Contract and/or within the time required or failing to use the subcontractors, entities and personnel as identified and set forth, and to the degree specified in the Contract.
- B. Failure to begin the work under this Contract within the time specified.
- C. Failure to perform the work with sufficient workers and equipment or with sufficient materials to ensure timely completion.
- D. Neglecting or refusing to remove materials or perform new work where prior work has been rejected as nonconforming with the terms of the Contract.
- E. Becoming insolvent, being declared bankrupt, or committing any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors, if the insolvency, bankruptcy, or assignment renders the successful Bidder/Proposer incapable of performing the work in accordance with and as required by the Contract.
- F. Failure to comply with any of the terms of the Contract in any material respect.

All costs and charges incurred by the City as a result of a default or a default incurred beyond the time limits stated, together with the cost of completing the work, shall be deducted from any monies due or which may become due on this Contract.



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B. EMERGENCY / DISASTER PERFORMANCE

In the event of a hurricane or other emergency or disaster situation, the successful vendor shall provide the City with the commodities/services defined within the scope of this formal solicitation at the price contained within vendor's response. Further, successful vendor shall deliver/perform for the city on a priority basis during such times of emergency.

The bidder/proposer warrants that prices, terms, and conditions quoted in its response will be firm throughout the duration of the contract unless otherwise specified in the Formal Solicitation. Such prices will remain firm for the period of performance or resulting purchase orders or contracts, which are to be performed or supplied over a *period* of time.

C. PRICE ADJUSTMENTS

Any price decrease effectuated during the contract period either by reason of market change or on the part of the contractor to other customers shall be passed to the City.

D. QUALITY OF GOODS, MATERIALS, SUPPLIES, PRODUCTS, AND EQUIPMENT

All products utilized throughout the facility in the performance of successful Bidder's responsibilities shall be Green Certified Products of highest quality to effectively perform all duties. Failure to provide paper products or other supplies of a quality previously approved by the City may be deemed insufficient by the Facilities Manager and shall be replaced by other approved product(s) when required. All equipment shall be safe and in good operational condition.

E. PRODUCT SUBSTITUTES

In the event a particular awarded and approved manufacturers product becomes unavailable during the term of the Contract, the Contractor awarded that item may arrange with the City's authorized representative(s) to supply a substitute product at the awarded price or lower provided that a sample is approved in advance of delivery and that the new product meets or exceeds all quality requirements.

F. QUALITY OF WORK/SERVICES

The work/services performed must be of the highest quality and workmanship. Materials furnished to complete the service shall be new and of the highest quality except as otherwise specified in this Solicitation,

G. INSPECTIONS

The City may, at reasonable times during the term hereof, inspect Contractor's facilities and perform such tests, as the City deems reasonably necessary, to determine whether the goods and/or services required to be



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provided by the Contractor under this Contract conform to the terms and conditions of the Formal Solicitation. Contractor shall make available to the City all reasonable facilities and assistance to facilitate the performance of tests or inspections by City representatives.

H. NON-APPROPRIATION OF FUNDS

In the event no funds or insufficient funds are appropriated and budgeted or are otherwise unavailable in any fiscal period for payments due under this contract, then the City, upon written notice to Contractor or his assignee of such occurrence, shall have the unqualified right to terminate the contract without any penalty or expense to the City. No guarantee, warranty or representation is made that any particular or any project(s) will be awarded to any firm(s).

I. EQUITABLE ADJUSTMENT

The Purchasing Department may, in its sole discretion, make an equitable adjustment in the contract terms and/or pricing if pricing or availability of supply is affected by extreme or unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to circumstances beyond the successful bidder(s) control, (2) the volatility affects the marketplace or industry, not just the particular contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful bidder(s) that continued performance of the contract would result in a substantial loss. Successful bidder(s) might have to supply documentation to justify any requested percentage increase in cost to the City of Doral.

J. SERVICE DELIVERABLES

The successful bidder(s) shall provide services during the frequency, as indicated in Specifications.

K. PERFORMANCE

The contractor shall be fully responsible for performing all the work necessary to meet City standards in a safe, neat, and good workmanlike manner, using only industry standard accepted methods in carrying out the work and complying with all federal and state laws and all ordinances and codes of the City relating to such.

L. PERSONNEL

Bidder shall be deemed to represent that it has, or will have upon the award of the contract, all necessary personnel required to perform all services arising from the award of the contract. All personnel employed shall be employees of bidder.

All the services required herein shall be performed by the successful Bidder, and all personnel engaged in performing the services shall be qualified to perform such services.



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Bidder shall have the capability to provide the required personnel at all times to perform to all the specifications of this RFP. This shall include holidays and weekends when required, and the ability to immediately backfill any regularly scheduled personnel who fail to report for their normal work tour. When work is required for a nonscheduled period, the City will give the successful Bidder at least two (2) days advanced notice unless deemed an emergency. Shift supervisor will have the ability to effectively communicate in English. Any temporary backfill person must pass the security / background check as prescribed elsewhere in this RFP.

All personnel of the successful bidder must be covered by Workmen's Compensation, Unemployment Compensation, and Liability Insurance, a copy of which is to be provided to the City in accordance with the RFP Insurance Requirements.

M. BACKGROUND CHECK INVESTIGATION

At the sole discretion of the City, employees of the contractor shall be subject to a background check performed by the City of Doral Police Department prior to assignment to any of the city's facilities. The contractor shall furnish, upon notification of award of bid, a list containing the names of, and other requested information about the employees who will be performing the work required, to the Police Department upon request. This investigation shall be performed by the Doral Police Department at no cost to the successful bidder.

N. EMPLOYEE IDENTIFICATION / MONITORING OF WORK

Successful Bidder's employees will at all times wear, in plain view, identification badges and uniforms issued to them by their employer. Successful Bidder's employees will also sign-in and sign-out as required, at a specific location designated by the Facilities Manager, at all locations to ensure work in accordance with specifications was performed on a daily basis.

O. APPAREL

Successful Bidder's employees shall wear appropriate clothing at all times to include shirts / uniforms with the successful Bidder's logo affixed. Shoes (footwear which fully covers and protects the entire foot) shall be worn at all times as well. Shorts, torn and/or dirty clothing, cut-off t-shirts, and the like, along with clothing with unacceptable verbiage as determined by the Contract Administrator, shall not be worn.

P. MINIMUM WORK

The specification requirements cited in this RFP are a minimum and as such, are not intended to limit the successful Bidder's requirements to perform all work to the best of his or her ability in an acceptable manner.



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Q. LABOR, SUPERVISION, MATERIALS, AND EQUIPMENT

The Contractor shall furnish, at his/her own expense, all labor, supervision, equipment, materials, supplies, and other equipment necessary for satisfactory completion of all the services as specified in this RFP. All equipment shall be maintained in an efficient and safe operating condition while performing work under the contract. Equipment must have all proper safety devices required by law which shall be properly maintained and in use at all times. To this regards, the City reserves the right to request a list of such items for approval of use. It may require a change of designated item(s) that are deemed by the City as unsafe or which may create an uncomfortable environment and or service to City employees or patrons.

R. FAILURE TO PERFORM

Should the Contractor fail to perform in full accordance, at any time, with the specifications as cited in this RFP, Contractor may be determined to be in default of-the Contract. Contractor shall be required to have sufficient supplies and other equipment on hand to supply facilities at the same time, and failure to have sufficient equipment, supplies, and materials, at all times shall be grounds for default. At no time shall the Contractor be paid for any day that his/her personnel fail to show up to work, or fail to perform in full accordance with the specifications and to the satisfaction of the Facilities Manager. Should this occur, the City should deduct liquidated damages as indicated under said provision. Should the Contractor fail to perform in accordance with the Contract, as determined solely by the City, the City shall make the determination to deem the Contractor in default. The City shall be the sole judge of non-performance, failure to perform, and default of Contract. The city reserves the right to exhaust all its opportunities in curing any, and all non-performance issues prior to issuing a final determination on non-performance. The date of termination shall be stated in the written notice.

Should it not be possible to reach the contractor or supervisor and/or should remedial action not be taken within 48 hours of any failure to perform according to specifications, and in addition to other determinations of default, the City reserves the right to declare Contractor in default, make appropriate reductions in the contract payment, and cancel the contract.

S. PRICING

Bidder shall include in proposal for each of the city's facilities, a breakdown of labor cost, chemical supplies, miscellaneous supplies, paper goods, and equipment to be used in the performance of custodial/janitorial services cited in this RFP, a separate breakdown shall be provided for Green Certified chemicals and paper goods as per Green Seal's Standard for Industrial and Institutional Cleaners. In addition bidder shall include all taxes, insurance, social security, workmen's compensation, and any other benefits normally paid by the bidder to its employees.

T. COMPLETED WORK



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The Contractor shall notify the City upon completion of the work at each city location. The City's representative will inspect the completed work and must approve it before authorizing payment. If the work does not meet the requirements outlined for each facility, payment will be withheld until corrective actions are taken to bring the work into compliance with the outcomes specified in this RFP. Any task that is not satisfactorily completed must be redone by the Contractor at no additional cost to the City.

U. ADDITION/DELETION OF FACILITIES/ITEMS

Although this solicitation identifies specific facility/items, it is hereby agreed and understood that any facility/item may be added to, and any awarded facility/item may be deleted from this contract at the option of The City. When an addition to the contract is required, the successful bidder under this contract and other suppliers at the city's discretion may be invited to submit price quotes for these new facilities/items. If this quote is comparable with market prices offered for similar facilities/items, the supplier(s) and facilities/item(s) shall be added to the contract, if it is in the best interest of the City and an amendment to the agreement may be provided allowing for a separate purchase order or change order shall be issued by the City for any additional services required.

There may be occasions whereby the city may remove or delete services to specific areas within each facility. If this occurs, the city is requesting that the bidder provide a process by which they will credit the city for the services that have been modified or deleted. An Amendment to the contract may be issued to properly address any changes to the original scope of work for each facility.

V. AUTHORIZATION TO PERFORM WORK OUTSIDE OF SPECIFICATIONS

A company's representative or authorized agent shall advise the Facilities Manager at each of the city's locations when work other than that specified within the scope of work is required, with at least two (2) days' notice.

No work outside the scope of work shall be conducted without prior approval of the Facilities Manager at the city locations. Upon completion of work, which is performed on a monthly, quarterly, semiannual, or annual basis, this information shall be recorded in the Log.

W. CONTRACT ADMINISTRATORS

Upon award, contractor shall report and work directly with the Facilities Manager(s) at each city locations.

X. LEGAL HOLIDAYS

- A. New Year's Day
- B. Martin Luther King's Birthday*



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- C. President's Day*
- D. Memorial Day
- E. Juneteenth Day
- F. Fourth of July
- G. Labor Day
- H. Columbus Day*
- I. Veteran's Day*
- J. Thanksgiving Day
- K. Friday after Thanksgiving Day*
- L. Christmas Day

*Dates as indicated shall not be considered legal holidays for Successful Bidder unless stated otherwise

Y. SUPERVISION

Contractor shall assign one working "On Duty" Supervisor, as required by the specifications, and provide the name and contact information in the designated section within the bid. The assigned "on duty" supervisor shall make certain that service *is* provided according to the site's specifications and submit inspection reports if required. Contractor shall also provide the name and telephone number where the Contractor may be reached at any time for purposes of taking complaints and receiving information as to daily contract performance. In the event the assigned Supervisor demonstrates an inability to properly supervise his/her personnel as determined by the contract administrator or his/her designee, then the contract administrator or his/her designee have the authority to request the immediate dismissal of said Supervisor of his/her responsibilities at the facility and Contractor is to assign another individual upon four (4) hour notice (if requested by the City) to supervise staff in a satisfactory manner as determined by the contract administrator or his/her designee. The City shall only be liable for payment of the actual hours worked by said Supervisor(s).

Z. WEEKLY REVIEW MEETINGS

At no additional expense to the City, the Contractor's owner (company president and/or owner) or other officer or individual as approved by the Facilities Manager at each city location, will be available to meet with the Facilities Manager, or a designated member of his staff, on a weekly basis for the purpose of reviewing the performance of the contracted workforce and effecting what changes, if any, are necessary. At no additional cost to the City, upon the need arising as determined by the Facilities Manager, the Contractor's owner or designee will be available to meet with the Facilities Manager to discuss any special problems or concerns. This individual will be available within one (1) working day upon notification.



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AA. DAMAGES TO PUBLIC/PRIVATE PROPERTY

The contractor shall carry out the work with such care and methods as not to result in damage to public or private property. Should any public or private property be damaged or destroyed, the contractor, at his/her expense, shall repair or make restoration as is practical and acceptable to the City and/or owners of destroyed or damaged property promptly within a reasonable length of time. (Not to exceed one month from date damage was done).

BB. FORCE MAJEURE

Except as otherwise expressly provided herein, neither party shall be considered in default in the performance of *its* obligations hereunder to the extent that such performance is prevented or delayed by any cause, existing or future, which is not within the reasonable control of such party including, but not limited to, acts of God or public enemy, fire, explosions, riots, strikes (not including strikes of the Bidder's Staff Personnel), or war. Notwithstanding the forgoing, the failure of any of the Bidder's suppliers, or the like, shall not excuse the Bidder's performance except that such failures are due to any cause without the fault and reasonable control of such suppliers, or the like, including but not limited to acts of God or public enemy, fire, explosions, riots, strikes (not including strikes of the Bidder's Staff Personnel), or war.

CC. REPORTING DAMAGES CAUSED BY THE SUCCESSFUL BIDDER AND PAYMENT

Any damage caused by the successful bidder shall be reported to the Facilities Manager either in person or in writing. Successful bidder shall be responsible for paying for any and all damages of which may be paid via a credit against monthly billing or by direct payment.

DD. INDEPENDENT BIDDER

The Bidder is engaged as an independent contractor and agrees to perform the services in the manner of and as an independent bidder. In accordance with the status of an independent bidder, the Bidder covenants and agrees that the Bidder will conduct itself in a manner consistent with such status; that the Bidder will neither hold the City out as, nor claim to be an officer or employee of the City for any right or privilege applicable to an officer or employee of the City, including, but not limited to workers compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

The Bidder's Staff Personnel shall not be employees of the City, and the Bidder alone shall be responsible for their services, the direction thereof, and their compensation and benefits of any kind. Nothing in this contract shall impose any liability on the City on account of its acts, omissions, liabilities or obligations, or any person, firm, company, agency association, corporation, or organization engaged by the bidder as an expert, consultant, independent bidder, specialist, trainee, employee, servant or agent for taxes of any nature, including, but not limited to unemployment insurance, workers compensation and anti-discrimination or



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services place legislation of any kind and the Bidder agrees to indemnify and hold harmless the City against any such liabilities, even if they arise from actions directed or taken by the City.

EE. SMOKING AND UNSAFE ACTS

All City of Doral facilities are nonsmoking facilities. Safety is a primary concern of the City, and as such, unsafe acts will not be tolerated, Unsafe acts, such as smoking in the facility, will be grounds for immediate termination of the Contract.

FF. SAFETY

Successful Bidder shall provide the Contract Administrator with Material Safety Data Sheets on all chemical products, which will be introduced to the City prior to their actual use. The successful Bidder shall be responsible for its equipment with regards to safety and security and, as a minimum, shall ensure the following:

- All personnel are properly trained in the use of equipment and chemicals as per Occupational Safety & Health Administration (OSHA) regulations and Material Safety Data Sheets (MSDS).
- Proper signage is employed when cleaning (Caution wet floors, etc.)
- Traffic cones, or like devices, are properly placed when extension or power cords and other such items are in use,
- All employees are physically capable of performing all the required tasks to include being able to see/hear with no difficulty all fire alarms and be able to understand verbal directives with regards to evacuating the Center in emergency situations and how and when to a sound of an alarm.
- Develop an evacuation plan to ensure safe evacuation of facilities during emergency situations.
- Personnel are accounted for in the event of an emergency.

GG. ADDITIONAL EQUIPMENT / TOOLS

Successful Bidder shall provide all equipment and tools, including safety cones, caution wet floor signs, to perform the required and directed work of the requirements specified in this RFP. All equipment must be in satisfactory condition at all times, unsafe or questionable equipment will be immediately removed from the property. Janitorial/maintenance-related carts will be equipped with rubber bumper guards for the purpose of preventing damage to, or marking of, walls and other surfaces.

HH. WATER EXTRACTION



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The successful Bidder shall provide emergency/routine water extracting capability. Successful Bidder shall keep on-site at all times extraction machines (not less than one) capable of displacing/picking up large quantities of fluids in a timely manner and also have on hand high velocity blowers (not less than two) for the purpose of drying out carpeting. Successful Bidder shall ensure that all janitorial personnel are well-versed in the safe and efficient operation of all extraction/blower equipment.

II. RESPONSIBILITY FOR FACILITY ACCESS CARDS

The Contractor, upon being issued access cards for their employees for the purpose of gaining access to specified areas, is responsible for the same. It will be the responsibility of the contractor to collect the access cards from employees who are no longer assigned to work in the City of Doral facility, as listed herein, and turning them in to the Facilities Manager.

JJ. INVENTORY OF EQUIPMENT

The contractor shall maintain an inventory of equipment to be kept on site and submit a copy or subsequent updates of the same to the Facilities Manager. This inventory shall be utilized to verify equipment leaving the facility(s) for whatever reasons, including such times as the contract is terminated.

KK. QUALITY OF WORK

All work shall be performed using superior maintenance standards and techniques. The frequencies established for repetitive maintenance tasks are minimum frequencies, which must be increased if deemed necessary and requested by the City. Failure to perform under the terms and conditions of this contract will cause the contract administrator to submit a Vendor Performance Form, issuance of (3) Vendor Performance Forms indicating poor performance may be grounds for default of contract and subject to (Termination) Provision of this RFP.

LL. STORAGE AREAS

The janitor closets or similar storage areas designated by the Facilities Manager which may be available and utilized by the Bidder shall be always kept clean and tidy. All containers are to be kept properly sealed and labeled according to existing Miami-Dade County and/or OSHA requirements. All exposed liquids are to be discarded immediately. All cleaning materials and supplies are to be stored as to minimize the possibility of spontaneous combustion.

MM. SCAVENGING

Scavenging by any of the Contractor's personnel is prohibited and the Facilities Manager may require removal from employment within his/her assigned facility, any employee who scavenges.



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NN. INSPECTION

At all times during the Contract, the Facilities Manager at each city location shall have the right to make the most thorough and minute inspection of the services rendered, including materials, replenishment of supplies and equipment used, and to draw the attention of the successful Bidder to all defects in workmanship, materials or other errors or variations from the Contract requirements.

The right of inspection herein provided is intended solely for the benefit of the City. Neither the right of inspection nor the any failure to draw attention to or point out such defects, errors or variations shall give the successful Bidder any right or claim against the City or shall in any way relieve the successful Bidder from its obligations under the term of this contract.

If the Services or any part thereof shall be found to be non-conforming, the successful Bidder shall without cost to the City forthwith remedy such non-conformance in a manner to comply with the Contract.

The successful Bidder shall at all times make available to the Facilities Manager and/or designee, all facilities necessary for the inspection of the services rendered. The Contract Administrator and/or designee shall be permitted to inspect materials, equipment and supplies as needed.

Any inspection hereunder shall not reasonably disrupt the Bidder's performance of the services.

OO. TERMINATION

A. FOR DEFAULT - If Contractor defaults in its performance under this Contract and does not cure the default within 30 days after written notice of default, the City Manager may terminate this Contract, in whole or in part, upon written notice without penalty to the City of Doral. In such event the Contractor shall be liable for damages including the excess cost of procuring similar supplies or services: provided that if, (1) it is determined for any reason that the Contractor was not in default or (2) the Contractor's failure to perform is without his control, fault or negligence, the termination will be deemed to be a termination for the convenience of the City of Doral.

B. FOR CONVENIENCE - The City Manager may terminate this Contract, in whole or in part, upon 30 days prior written notice when it is in the best interests of the City of Doral. If this Contract is for supplies, products, equipment, or software, and so terminated for the convenience by the City of Doral the Contractor will be compensated in accordance with an agreed upon adjustment of cost. To the extent that this Contract is for



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services and so terminated, the City of Doral shall be liable only for payment in accordance with the payment provisions of the Contract for those services rendered prior to termination.

PP. GIFTS

It is the City's strict policy that City employees are not to receive gifts of any kind for any reason, regardless of value, from any Contractor / Vendor. As such, the successful Bidder or any employee of the same will not give or attempt to give, any gifts to any city employee.

QQ. EMERGENCY AND CONTACT INFORMATION

The Contractor will provide the City with evening, weekend, and holiday service, as necessary, to cope with an emergency situation which threatens public health and safety, as determined by the City. The Contractor will provide Phone Numbers and E-Mail for twenty-four (24) hours, seven (7) days a week, communication.

Furthermore, the Contractor shall have available an individual to answer telephone communications during normal working hours (Monday thru Friday), and an answering machine for occasions that an individual is not available. Bidder(s) shall be aware of the possible loss of business due to the bidder being unavailable.

RR. PRIMARY CLIENT (FIRST PRIORITY)

The successful bidder(s)/proposer(s) agree upon award of this contract that the City of Doral shall be its primary client and shall be serviced first during a schedule conflict arising between this contract and any other contract successful bidder(s)/proposer(s) may have with any other cities and or counties to perform similar services as a result of any catastrophic events such as tornadoes, hurricanes, severe storms or any other public emergency impacting various areas during or approximately the same time.

SS. ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the solicitation response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force or effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmittal letters, specifications, literature, price lists or warranties, it is understood and agreed that the General and Special Conditions in this solicitation are the only conditions applicable to this solicitation and that the bidder's/proposer's authorized signature affixed to the bidder's/proposer's acknowledgment form attests to this.

TT. SUPPLIES



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The Contractor shall furnish all chemicals and supplies to include toilet paper, hand towels, toilet seat covers, garbage can liners, bathroom fresheners, hand soap and sanitary napkins needed in order to fully maintain the facility. These supplies must be compatible with existing dispensers at the facilities.

UU. DEFINITIONS

Common House Services/Janitorial Definitions (including but not limited to):

- a. Anti-Static: Process of treating surfaces to eliminate static electricity.
- b. Bonnet Clean: Carpet maintenance using yarn bonnet attached to floor machine.
- c. Buff: Polishing with a nylon pad.
- d. Damp Wipe: Remove all surface dirt with a damp cloth.
- e. Dust: Remove all loose dirt and debris from a given area/surface. Treated cloths shall be used in Council Chambers and similar areas. Laundered type or disposable treated cloths shall be used in other areas.
- f. Dust High: Dusting above eye level.
- g. Dust Mopping: Sweeping procedure with short stringed dust mop. Empty and remove contents and wipe interior and exterior with damp cloth to remove all dust
- h. Damp Wipe: dirt, and smudges. (Includes, wash, clean, and rinse).
- i. Water Extraction: One method of deep carpet cleaning -use of a device which applies a hot or cold solution under pressure and removes same with a vacuum process in a one-step operation.
- j. Mop Damp/Wet: Remove all surface dirt and stains with a cotton mop and warm, clean water utilizing an approved cleaning agent when required and then rinsing.
- k. Police: Pick up debris and surface litter.
- l. Polish: Apply approved polish and rub to a high luster with dry cloth.
- m. Public Area: Any area jointly used by employees and/or the public. Also referred to as a common area for the purposes of this contract. Normally a common area is any area used by all employees of a given area or facility but not necessarily visitors and/or the public.
- n. Scavenge: To salvage from discarded or refuse material.
- o. Seal: Process applied to floors after stripping and prior to waxing for the purpose of making floors less porous.
- p. Shampoo: Cleaning application of carpet using approved shampoo-type product.
- q. Spot Clean: Removal of fingerprints, stains smudges, gum, and marks from walks, walls, carpets, doors, furniture, glass, floors, and fixtures.



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- r. Spray Buff: Buffing in conjunction with spray application of liquid to remove surface marks and improve appearance utilizing a nylon pad and minimum moisture.
- s. Strip: Completely remove accumulation of floor finish, surface dirt, stains, and marks.
- t. Seal Refinish: with penetrating sealant by working in with floor machine. Apply polishing compound for final touch up and buffing to a high luster finish.

Note: Trash/Waste Receptacles will include all receptacles (e.g.: trash, recycling, etc.)

7. GENERAL DEFINITIONS AND SOLICITATION TERMS AND CONDITIONS

7.1. General Definitions

- A. “Authorized Representative” means the Department contact for interaction regarding contract administration.
- B. “City” means the City of Doral, a duly organized municipality under the laws of the State of Florida. This term may also refer to one of the various departments or agencies of the City of Doral, as the context indicates.
- C. “Contract” means the contractual agreement ultimately entered into by the City and the Successful Respondent(s) in accordance with the terms of this Solicitation and applicable laws.
- D. “Department(s)” means the City department(s) and offices for which this solicitation is prepared, which will be the end user(s) of the goods and/or services sought.
- E. “Procurement Division” means the office responsible for handling procurement-related matters within the City.
- F. “Respondent(s)”: means any person, individual, or entity submitting a response to this solicitation. The terms “Proposer” and “Bidder” are each interchangeable with “Respondent” and with each other and will be used as appropriate in the given context.
- G. “Response(s)” means the written, sealed document submitted by the Respondent(s) according to the instructions set forth in this Solicitation. A response to this Solicitation will not include any verbal interactions with the City apart from submission of a formal written submittal. The terms “Proposal” and “Bid” are each interchangeable with “Response” and with each other will be used as appropriate in the given context.
- H. “Solicitation” means this formal request to solicit Responses from responsible and responsive Respondents for the scope and specifications set forth herein. The terms “Invitation to Bid”, “Request for Qualifications”, “Request for Proposals”, and the like are each interchangeable with “Solicitation” and will be used as appropriate in the given context.
- I. “Successful Respondent(s)” means the Respondent(s) whose response to this Solicitation is deemed by the City to be in the City’s best interest and is awarded a contract in accordance with the terms of this Solicitation. The terms “Successful Proposer”, “Successful Bidder”, “Consultant”, “Provider”, or



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“Contractor” are each interchangeable with “Successful Respondent” and will be used as appropriate in the given context.

- J. “Work” means the actual task (i.e., goods and/or services to be provided) contemplated by this Solicitation and required in accordance with the terms of the Contract.

7.2. General Terms and Conditions

7.2.1. Anti-Trust/Non-Exclusivity

At such times as may serve its best interest, the City reserves the right to advertise for, receive, and award additional Contracts for the goods and/or services specified in this Solicitation, and to make use of other contracts for the purchase of these goods and/or services as may be available.

In case of a default by the Successful Respondent or failure of Successful Respondent to provide the goods and/or services indicated in the Contract, the City may procure the applicable goods and/or services from other sources and hold the Successful Respondent responsible for any excess costs incurred thereby, including, without limitation and as applicable, by retaining any amounts held by the City.

7.2.2. Assignment or Transfer

The Successful Respondent will not assign, transfer, convey, sublet or otherwise dispose of its interest in the Solicitation or the subsequent Contract, including any or all of its right, title or interest therein, or its power to execute such Contract to any person, company or corporation without the prior written consent of the City at its sole and absolute discretion.

Further, if the majority ownership or control of the Successful Respondent changes subsequent to the award of this Solicitation or Contract, the Successful Respondent will promptly notify City in writing of such change at least thirty (30) days prior to such change, and the City will have the right to terminate the contract, at City’s sole discretion.

7.2.3. Attorney Fees

In connection with any litigation, mediation, or arbitration arising out of this Contract, each party will be responsible for their its own attorney fees through and including appellate litigation and any post-judgment proceedings.

7.2.4. Audit Rights and Records Retention

The Successful Respondent agrees to provide access to the City, or any of their duly authorized representatives, to any books, documents, papers, and records of the Successful Respondent which are directly pertinent to the Contract, for the purposes of audit, examination, excerpts, and transcriptions. The Successful Respondent will maintain and retain any and all of the aforementioned records for a minimum of three years after the expiration and/or termination of the Contract.

7.2.5. Basis of Award

The City intends to award a Contract to a highly qualified Respondent whose proposal is responsive and whose firm is determined to be responsible, offering the best combination of qualifications, experience, and value, as outlined in this RFP and the evaluation criteria, and in the best interest of the City as determined at the City’s sole discretion.



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7.2.6. Brand Names

Unless otherwise provided in this Solicitation, if a brand name, make, manufacturer trade name, or vendor catalog is mentioned, whether followed by the words "approved equal" or otherwise, it is the intent of the City that such name is included for the purpose of establishing a grade or quality of material only. Respondent may offer alternatives of equal quality and appropriateness for the City's needs with appropriate identification, samples, and/or specifications. The City will be the sole judge concerning the merits of items as equals.

7.2.7. Capital and Other Expenditures

Successful Respondent understands that any capital expenditures that the Successful Respondent makes, or prepares to make, in order to provide the goods or perform the services required by the City under the Contract are a business risk which the Successful Respondent must assume. The City will not be obligated to reimburse amortized or unamortized capital expenditures or any other expenses unless otherwise explicitly agreed to by the City in writing and as part of the Contract.

7.2.8. City Property

Unless explicitly provided otherwise in this Solicitation, property owned by the City which may be furnished for repair, modification, study, etc., will remain the property of the City.

The Successful Respondent will be liable for all damages to City-owned property occurring while in the Successful Respondent's possession. Damages occurring to such property while en route to the City will be the responsibility of the Successful Respondent.

In the event that such property is destroyed or declared a total loss, the Successful Respondent will be responsible for the replacement value of the property at the current market value, less depreciation, plus any other damages incurred by the City as a result of such loss.

Where a Successful Respondent is required to enter onto City real property to deliver materials or to perform work or services in connection with a Contract, the Successful Respondent will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, inspections, and insurance required.

The Successful Respondent will be liable for any damages or loss to the City occasioned by negligence of the Successful Respondent (or its agents, representatives, or invitees).

7.2.9. City Rights as Sovereign

Notwithstanding any language contained in this Solicitation or subsequent Contract, the Successful Respondent understands that the City retains all of its sovereign prerogatives and rights as a municipality under applicable laws, including, but not limited to, any regulatory authority and approvals.

Neither the issuance of this Solicitation nor any subsequent Contract will constitute a waiver of the City's rights as sovereign.

In no event will the City have any obligations or liabilities to the Successful Respondent under the Contract or otherwise on account of the City's exercise of its sovereign prerogatives and rights and regulatory authority (quasi-judicial or otherwise) as a municipal government.

7.2.10. Clarifications and Addenda

Questions regarding this Solicitation will be directed in writing through the [OpenGov](#) platform. Answers will be issued simultaneously to all registered Respondents. If it becomes evident that this Solicitation must be



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amended, the City will issue a formal written addendum to all registered Respondent(s) through the [OpenGov](#) platform.

No person is authorized to give oral interpretations of, or make oral changes to, the Solicitation. The issuance of a written addendum will be the only official method by which such a clarification is made. Only questions answered by written addenda will be binding.

Addenda – The Procurement Division may publish Addenda, which change, add to, or clarify the terms, provisions, or requirements of the solicitation. The Respondent must not rely on any representation, statement, or explanation, whether written or verbal, regardless of the source, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict within the Solicitation and any changes, the last information published will prevail.

It is the Respondents' responsibility to ensure they have reviewed all information, including answers to questions, and considered all information in preparation of their response to the Solicitation. Failure to acknowledge review of all information may cause their Submittal Package to be deemed non-responsive and not be considered for award.

7.2.11. Collusion

Where two (2) or more related parties, as defined herein, each submit a Response to this Solicitation, such Responses will be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control, and management of such related parties in preparation and submission under such solicitation. Related parties will mean employees, officers, or the principals thereof who have a direct or indirect ownership interest in another firm, or in which a parent company or the principals thereof of one Respondent have a direct or indirect ownership interest in another Respondent, for the same Project. Responses found to be collusive, or related as provided above, will be rejected. The City reserves the right to disqualify any Respondent during any phase of the Solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Respondent or Contractor.

7.2.12. Confidentiality

As a political subdivision, the City is subject to the Florida Sunshine Act and Public Records Law (Florida Statute Chapter 119). If the Contract contains a confidentiality provision, it will not apply when disclosure is required by Florida law or upon court order.

7.2.13. Conflicts and Order of Precedence

This Solicitation and Contract will be read together to avoid any conflicts. However, in the event of a conflict or inconsistency between this Solicitation or any exhibit attached hereto, any document referred to herein, or any document incorporated into this Solicitation and Contract by reference, and a term, statement, requirement, the Response by Successful Respondent, specifications and plans prepared by the Successful Respondent, if applicable, or provision of the Contract the following order of precedence will apply:

In the event of any conflicts between the Contract and Solicitation, the Contract, as may be amended, will govern. Where there appears to be a conflict between the General Terms and Conditions, Special Terms and Conditions, the Technical Specifications, or any addenda issued, the order of precedence will be the last addendum issued, the Technical Specifications, the Special Terms and Conditions, and then the General Terms and Conditions.



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In the event of conflicts within the Contract, as amended, the priorities stated below will govern, as applicable:

- Scope of Work and Specifications will govern the Response, including, without limitation, any plans and drawings submitted.
- Larger-scale drawings will govern over smaller ones.
- Figured or numerical dimensions will govern over dimensions obtained by scaling; and
- Where provisions of codes, manufacturer's specifications, or industry standards are in conflict, the more restrictive or higher quality will govern.

7.2.14. Contract Amendments

The Contract(s) that result from this Solicitation may not be modified except pursuant to a written amendment executed by both the City and the Successful Respondent, or their authorized successors or assigns.

7.2.15. Contract Interpretation and Construction

The singular includes the plural, and the plural includes the singular. "will" is mandatory, and "may" is permissive. The masculine gender includes the feminine and neuter. The words "furnish" and "furnish and install", "install", and "provide" or words with similar meaning will be interpreted, unless otherwise specifically stated, to mean "furnish and install complete in place and ready for service".

Miscellaneous items and accessories that are not explicitly mentioned but are essential to produce a complete and properly operating product providing the function indicated will be furnished and installed without change in the contract price. Such miscellaneous items and accessories will be of the same quality standards, including material, style, finish, strength, class, weight, or other applicable characteristics as specified for the major component of which the miscellaneous item or accessory is an essential part, and will be approved by the City before installation. The above requirement is not intended to include major components not covered by or inferable from the Response and Contract specifications.

7.2.16. Compliance With Applicable Laws

Successful Respondent(s) will comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to this Solicitation and subsequent Contract. The Respondent's lack of knowledge will in no way be a cause for relief. Respondents must be legally authorized to transact business in the State of Florida. All references to Florida Statutes, City of Doral, and Miami-Dade County Charter and Codes, as well as other laws/regulations, will be interpreted to include "as amended from time to time."

Non-compliance with all local, state, and federal directives, orders, and laws may be considered grounds for termination of contract(s). If the Successful Respondent(s) observe that the Response or subsequent Contract is at variance with applicable laws, the Successful Respondent(s) will give the City prompt written notice thereof. If the Successful Respondent(s) perform knowing it to be contrary to such laws, ordinances, rules, and regulations, such Successful Respondent(s) will bear all liability arising therefrom.

In the event that any governmental restrictions are imposed that would necessitate alteration of the goods or services requested by this Solicitation and/or offered by the Successful Respondent prior to delivery or completion, it will be the responsibility of the Respondent(s) to notify the City immediately. In the event the City determines that the alteration diminishes the City's bargained-for exchange or frustrates the project, the City reserves the right to accept the alteration or cancel the Contract.



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7.2.17. Compliance with Occupational Health and Safety Act (OSHA) Standards

To the extent applicable, Respondent certifies that all materials, equipment, etc., contained in its Response meet all OSHA requirements. Respondent further certifies, that, if he/she is the Successful Respondent, and the materials, equipment, etc., delivered is subsequently found to be deficient in any OSHA requirement in effect on the date of use, all costs necessary to bring the materials equipment, etc., into compliance with the aforementioned requirements will be borne solely by the Successful Respondent. Upon request, Contractor will provide the City with a copy of their written safety program pertaining to the subject of the Contract, if such a program is required by law.

The Successful Respondent will be solely and completely responsible for the conditions of the job site, including the safety of all persons (including employees) and property during work performance. This requirement will apply continuously and not be limited to normal working hours. Safety provisions will conform to the U.S. Department of Labor OSHA, Florida Department of Labor, and all other applicable federal, state, county, and local laws, ordinances, codes, and regulations. Where any of these are in conflict, the more stringent requirement will be followed.

7.2.18. Cone of Silence

This Solicitation will be subject to the "Cone of Silence" which means a prohibition on any communication regarding a Solicitation between potential Respondents or their lobbyists or representatives and the City Council, City staff including, but not limited to, the City Manager and their staff, and any member of the City's selection or evaluation committee, except as otherwise explicitly provided herein.

The Cone of Silence will be imposed upon this Solicitation after the advertisement thereof and will terminate upon the issuance of the City Manager's recommendation to award. However, if the City Council refers the City Manager's recommendation back to the City Manager or committee for further review, the Cone of Silence will be re-imposed until such time as a recommendation is issued by the City Manager after such additional review.

The Cone of Silence will not apply to:

- Communications with the City Attorney.
- Oral presentations before evaluation committees.
- Public presentations made to the City Council during any duly noticed public meeting.
- Written communications regarding a particular Solicitation between a potential Respondent and the City's Procurement Division, provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation.
- Duly noticed site visits to determine the competence of Respondents regarding a particular solicitation during the period between the opening of Responses and the time the City Manager makes his or her written recommendation.
- Any emergency procurement of goods or services pursuant to City Code.
- Responses to the City's request for clarification or additional information.
- Contract negotiations during any duly noticed public meeting.



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- Communications to enable City staff to seek and obtain industry comment or perform market research, provided all communications related thereto are in writing or made at a duly noticed public meeting.

Please contact the City Attorney for any questions concerning Cone of Silence compliance. Violation of the Cone of Silence by a Respondent will render any award of this Solicitation to said Respondent voidable by the City Manager or Council.

7.2.19. Conflict of Interest

By way of its Response, Respondent recognizes and certifies that no elected official, board member, or employee of the City will have a financial interest directly or indirectly in the Contract or any compensation to be paid under or through this transaction, and further, that no City employee, nor any elected or appointed officer (including City Council members) of the City, nor any spouse, parent or child of such employee or elected or appointed officer of the City, may be a partner, officer, director or proprietor of Respondent, and further, that no such City employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a Material Interest in the Respondent. "Material Interest" for purposes of this subsection will mean direct or indirect ownership of more than 5% of the total assets or capital stock of the Respondent. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by the City. Further, Respondent recognizes that with respect to its Response to this Solicitation, if any Respondent violates or is a party to a violation of the ethics ordinances or rules of the City, the provisions of Miami- Dade County Code Section 2-11.1, as applicable to City, or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Respondent may be disqualified from furnishing the goods or services for which the Response is submitted and may be further disqualified from submitting any future Responses for goods or services to City. Respondent must complete and execute the Business Entity Affidavit form.

7.2.20. Contract Award and Negotiation

The City will negotiate a Contract with the selected firm(s) pursuant to City Council approval. The awarded firm(s) must execute the Contract within ten (10) days after receiving notice of award from the City. If the City is unable to successfully negotiate a Contract with the highest-ranked firm, it may enter into negotiations with the next highest-ranked firm, and so on, until a Contract is executed.

The City reserves the right to negotiate any terms in the manner it determines to be in its best interest, including, without limitation, contract terms, pricing, and other requirements and obligations. Any subcontracts, sponsorship agreements, promotion contracts, or other contractual arrangements related to the project shall be subject to the terms of the resulting Contract.

7.2.21. Delivery

The delivery of any all goods required by this Solicitation and resultant Contract will be delivered F.O.B. Destination (i.e., at a specific City-designated address), and delivery costs and charges (if any) will be included in the quoted price. Exceptions will be noted.

Goods or material(s) delivered to the City pursuant to this Solicitation and resultant Contract will remain the property of the Successful Respondent until accepted to the satisfaction of the City. In the event goods or materials delivered to the City are found to be defective or do not conform to specifications, the City reserves the right to reject or return the same to the Successful Respondent at the Successful Respondent's expense. Rejected goods left longer than thirty (30) calendar days will be regarded as abandoned, and the City will have



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the right to dispose of them as its own property. Rejection for non-conformance or failure to meet delivery schedules may result in the Contractor being found in default.

7.2.22. Disputes

If any dispute concerning a question of fact arises under the Contract, other than termination for default or convenience, the Successful Respondent and the City department responsible for the administration of the Contract will make a good-faith effort to resolve the dispute. If the dispute cannot be resolved by mutual agreement, then the City Attorney will resolve the dispute and send a written copy of its decision to the Successful Respondent, which will be binding on both parties. The City reserves the right not to award or to reject Responses from vendors that are currently in litigation with the City or as a result of any prior lawsuit with the City.

7.2.23. Employees

The Successful Respondent will be responsible for the appearance of all working on-site personnel assigned to the work in connection with the Contract (clean and appropriately dressed). On-site personnel must be able to always supply proper identification.

All employees of the Successful Respondent will always be the sole employees of the Successful Respondent, under the Successful Respondent's sole direction, and not employees or agents of the City. The Successful Respondent will supply competent, suitably qualified, and capable employees, and the City may require the Successful Respondent to remove any employee it deems careless, incompetent, insubordinate, or otherwise objectionable and whose presence on City property is not in the best interest of the City. The City will not have any duty to implement or enforce such requirements.

Each employee of the Successful Respondent assigned to the Work will be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Card. The Successful Respondent agrees not to assign to the Work any employee undergoing a sentence of imprisonment except as otherwise provided by applicable laws.

7.2.24. Equal Employment Opportunity

The Respondent will comply with Title VII of the Civil Rights Act of 1964 42 U.S.C. Section 2000e et seq., Section 504 of the Rehabilitation Act of 1973 29 U.S.C Section 701 et seq., and Title I of the Americans with Disabilities Act, 42 U.S.C Section 12101 as of 1990 in that: No person in the United States will on the grounds of race, creed, color, national origin, sex, age, political affiliation, beliefs or disability be subject to discrimination under any program or activity which the Respondent has agreed to undertake by and through the covenants, and provisions set forth in this Contract.

7.2.25. Examination Prior to Submission

Respondents must thoroughly examine each section. If there is any doubt or obscurity as to the meaning of any part of this Solicitation, Respondents may request clarification by written request to the Procurement Division.

Respondents are required to be familiar with any conditions that may, in any manner, affect the Work to be done or affect the equipment, materials, or labor required. Respondents are also required to carefully examine the specifications, all equipment, and all site locations and be thoroughly informed regarding all conditions that may, in any manner, affect the work to be performed under the contract. By submission of a Response, it will be construed that the Respondent is acquainted sufficiently with the site(s) and work to be performed.



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7.2.26. Exceptions

Exceptions to the specifications shall be listed in the Response, and the section shall be referenced, and details of the exception shall be provided. Any exceptions to the material provisions of this Solicitation, as determined by the City in its sole discretion, may cause the proposal to be considered non-responsive.

7.2.27. Extensions

The City reserves the right to automatically extend the Contract for up to one hundred twenty (120) calendar days beyond the stated contract term in order to provide City departments with continual service and supplies while a new contract is being solicited, evaluated, negotiated, and/or awarded. If the right is exercised, the City will notify the Contractor, in writing, of its intent to extend the Contract at the same price, terms, and conditions for a specific number of days. Additional extensions over the first one hundred twenty (120) day extension may occur if the City and the Contractor are in mutual agreement on such extensions.

7.2.28. Fraud and Misrepresentation

Any individual, corporation, or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation, or material misstatement, or omission of any material fact, may be debarred in accordance with the applicable provisions of the City Code. The City may, as a further sanction, terminate or cancel any other Contracts with such individual, corporation, or entity. Such individual or entity will be responsible for all direct or indirect costs associated with termination or cancellation.

7.2.29. Governing Law and Venue

The validity and effect of the Contract will be governed by the laws of the State of Florida. The Successful Respondent agrees that any action, mediation, or arbitration arising out of the Solicitation or Contract will take place in Miami-Dade County, Florida.

7.2.30. Identical (Tie) Responses

Responses that are evaluated as being equal with respect to price, quality, and service for the procurement of commodities or contractual services (sometimes referred to herein as "Tie Responses"), received from a business that certifies that it has implemented a drug-free workplace program will be given preference in the award process provided the Respondent complies with the requirements of Section 287.087, Florida Statutes.

7.2.31. Incurred Expenses

The City will not be responsible for any expenses incurred by any of the Respondents for the preparation of their Responses to this Solicitation, or for any associated costs in relation thereto, including, without limitation, the cost incurred during any presentation or negotiations related to potential award.

7.2.32. Indemnification

The Successful Respondent granted a Contract with the City as a result of this Solicitation will indemnify and hold harmless the City, its officers, agents, directors, and employees, from liabilities, damages, losses, and costs, including, but not limited to all reasonable attorney's fees and costs, to the extent caused by the error, omission, negligence, recklessness or intentional misconduct of the Successful Respondent or its agents, employees, or subcontractors or consultants, arising out of or in connection with this Solicitation or the Contract. These indemnifications will survive the term of the Contract. In the event that any action or proceeding is brought against City by reason of any such claim or demand, the Successful Respondent will, upon written notice from City, resist and defend such action or proceeding by counsel satisfactory to City. The Successful Respondent expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Successful Respondent will in no way limit the responsibility to



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indemnify, keep and save harmless and defend the City or its officers, employees, agents, and instrumentalities as herein provided.

The indemnification provided above will obligate the Successful Respondent to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at City's option, any and all claims of liability and all suits and actions of every name and description which may be brought against City whether performed by the Successful Respondent or persons employed or utilized by the Successful Respondent. This indemnity will survive the cancellation or expiration of the Contract.

This indemnity will be interpreted under the laws of the State of Florida, including, without limitation, in a manner that conforms to the limitations of §768.28, §725.06, and/or §725.08, Florida Statutes, as applicable and as amended.

The Successful Respondent will require all subconsultants and subcontractors' agreements to include a provision specifying that they will indemnify and hold harmless the City in the manner substantially set forth above.

The Successful Respondent agrees and recognizes that the City will not be held liable or responsible for any claims which may result from any actions or omissions of the Successful Respondent in which the City participated either through review or concurrence of the Successful Respondent's actions. In reviewing, approving, or rejecting any submissions by the Successful Respondent or other acts of the Successful Respondent, the City in no way assumes or shares any responsibility or liability of the Successful Respondent or subcontracted entities under the Contract.

The Successful Respondent agrees and recognizes that the City shall not be held liable for claims liabilities damages, losses or costs arising directly from Acts of God or Force Majeure events, which shall include floods, hurricanes, tornadoes, earthquakes, lightning, fires epidemics, pandemics, quarantine restrictions, usually severe weather conditions, acts of public enemies, war, blockade, riots, civil disturbances, freight embargoes, or other similar events beyond the reasonable control of the City.

Successful Respondent warrants that there has been no violation of copyrights or patent rights in submitting its Response or providing the goods or services requested by this Solicitation. The Successful Respondent will pay all royalties and assume all costs arising from the use of any invention, design, process, materials, equipment, product, or device which is the subject of patent rights or copyrights. Successful Respondent will, at its own expense, hold harmless and defend the City against any claim, suit or proceeding brought against the City which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof, furnished under the contract, constitute an infringement of any patent or copyright of the United States. The Successful Respondent will pay all damages and costs awarded against the City.

7.2.33. Inspection of Project Records

The City will have the right to inspect and copy during regular business hours at City's expense, the books and records and accounts of Successful Respondent which relate in any way to the Contract, and to any claim for additional compensation made by Successful Respondent, and to conduct an audit of the financial and accounting records of Successful Respondent, which arise out of the Contract. Successful Respondent will retain and make available to City all such books and records and accounts, financial or otherwise, which relate to the Contract and to any claim for a period of three (3) years following final completion of the underlying project at no cost to the City. During the implementation of the work contemplated under the Contract and the



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three (3) year period following final completion of the same, the Successful Respondent will provide the City access to such books and records upon five (5) days' written notice.

7.2.34. Insurance Requirements

The awarded Proposer will provide and maintain (and cause its subcontractors, if any, to provide and maintain) throughout the term of the awarded contract, the insurance policies and coverages set forth in the attached and incorporated Exhibit B. Prior to execution of the contract, and any time thereafter that the City may request, the awarded Proposer must furnish a Certificate of Insurance and Declaration of Coverage Page showing the City of Doral as additional named insured on each of the policies. The City reserves the right to require additional insurance in order to meet the full value of the scope of services. The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled, or materially changed, until at least thirty (30) days' prior written notice has been given to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of the Contract, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract or extension hereunder is in effect.

7.2.35. Licensing

Successful Respondent must provide a copy of its occupational/business license and State of Florida business registration prior to award. Respondents must have the proper license(s) and/or certification(s) to perform what is being requested in this project. Failure to possess the proper license(s) and/or certification(s) may result in disqualification of the Response submittal or termination of the Contract after award. Pursuant to section 607.1503(1), Florida Statutes, out-of-state corporations must obtain a Certificate of Authorization from the Florida Department of State, Division of Corporations, to transact business in the State of Florida.

7.2.36. No Partnership or Joint Venture

Nothing contained in this Solicitation or Contract will be deemed or construed to create a partnership or joint venture between the City and Successful Respondent, or to create any other similar relationship between the parties.

The Successful Respondent is an independent entity under the Contract. Services provided by the Successful Respondent will be provided by employees of the Successful Respondent and subject to supervision by the Successful Respondent, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies, and other similar administrative procedures applicable to services rendered under the Contract will be those of the Successful Respondent.

7.2.37. Notice

Whenever any provision of the Contract requires the giving of written notice it will be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to them who gives the notice.

7.2.38. Preparation of Response

Responses should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to fulfill the requirements of the Solicitation.



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Responses will include all of the information and forms required by this Solicitation. Failure to utilize the City's forms, or fully complete said forms, may result in the Response being deemed non-responsive. The Respondent will be considered non-responsive if its Response is conditioned on modifications, changes, or revisions to the terms and conditions of the Solicitation.

7.2.39. Prohibition Against Considering Social, Political, or Ideological Interests

Respondents are hereby notified of the provisions of Section 287.05701, Florida Statutes, as amended, which provide that the City will not request documentation of or consider a Respondent's social, political, or ideological interests when evaluating a Respondent's responsibility. Respondents are further notified that the City Council will not give preference to Respondents based on their social, political, or ideological interests.

7.2.40. Protests

Protests of Solicitations and awards must be submitted and resolved pursuant to City Code Section 2-338. Protests failing to meet all the filing requirements will NOT be accepted. Failure of a party to file in a timely manner will constitute a forfeiture of such party's right to file a protest. NO EXCEPTIONS WILL BE MADE.

7.2.41. Public Entity Crimes

Under Section 287.133, Florida Statutes, a person or vendor (Respondent) is placed on the State of Florida's convicted vendor list following a conviction for a public entity crime:

- May not submit a Response to provide goods or services to any public entity.
- May not submit a Response for the construction or repair of any public building or public works project.
- May not submit a Response for the lease of real property to a public entity.
- May not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for any public entity.
- May not conduct business with any public entity in an amount exceeding the Category Two threshold in Section 287.017, Florida Statutes.

These restrictions apply for 36 months from the date the person or vendor was placed on the convicted vendor list.

7.2.42. Public Records

The Contractor must:

- Keep and maintain all public records required by the City to perform the service.
- Provide requested records to the City's custodian of public records, or allow inspection/copying within a reasonable time. Costs must not exceed those authorized by Chapter 119, Florida Statutes.
- Protect records that are exempt or confidential—don't disclose unless allowed by law—both during the contract and after, unless transferred to the City.
- At contract end, either:
 - Transfer, at no cost, all public records in your possession to the City; or



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- Retain and manage them according to public records law. If duplicates are kept, destroy exempt or confidential duplicates. Electronic records must be delivered in a format compatible with City systems. If the City receives a request for records and does not have them, it will notify the Contractor immediately, and the Contractor must comply within a reasonable time.

Non-compliance by the Contractor may result in enforcement under the contract and legal penalties under § 119.10, Fla. Statutes.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE CITY CLERK'S OFFICE, DORAL GOVERNMENT CENTER, 1ST FLOOR, CITY CLERK'S OFFICE, 8401 NW 53 TERRACE, DORAL, FL 33166, 305-593-6730, or cityclerk@cityofdoral.com

7.2.43. Quantities

The City does not guarantee or warrant as to the total amount that may or may not be purchased from any resultant Contract. Any quantities included are for pricing purposes only and may be used for tabulation. The City reserves the right to reasonably increase or decrease quantities as required.

7.2.44. Respondent in Arrears or Default

By submitting a Response, the Respondent certifies that:

- They do not owe money to the City or any City agency, and are not in default on any obligation to the City.
- They have not been declared “not responsible” or “disqualified,” and have not been suspended or debarred from doing business with:
 - Any state or local government in Florida
 - The Federal Government
 - Any other U.S. state or local government entity
- There are no ongoing proceedings that question their ability or qualifications to enter into public contracts.

This certification is a continuing obligation for the term of the Contract. The Respondent must promptly notify the City in writing of any of the above changes.

The City will consider any Respondent to be non-responsible—and will not award a Contract—if the Respondent is found to be in monetary arrears, in debt, or in default to the City at the time Responses are due.

7.2.45. Respondent's Financial and Legal Standing

By submitting a Response, you confirm that:

- You don't owe money to the City or any of its agencies.
- You're not currently in default on any contract with the City.



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- You haven't been suspended, disqualified, or banned from doing business with a government agency in Florida, the federal government, or any other U.S. state or local government.
- There are no ongoing investigations or legal actions questioning your ability to do public work.
- You also agree to keep the City informed of any of these changes during the contract period.

If the City finds that you owe money or are in default at the time proposals are due, you will be considered non-responsible and will not be disqualified, and will not be considered for Contract award.

7.2.46. Right To Cancel or Reject Responses

The City reserves the right to cancel this Solicitation or reject any and/or all Responses or portions thereof, and to waive any technicalities or minor irregularities. Each Respondent agrees to hold harmless and covenant not to sue the City, its officials, officers, or employees, for any claims arising out of or in connection with the administration, evaluation, recommendation, or rejection of Responses.

The City does not bind itself to accept the minimum specifications stated herein, but reserves the right to accept any Response, which, in the sole judgment of the City, will best serve the needs and interests of the City. This issuance of this Solicitation itself does not in any way constitute a contractual agreement between the City and the Respondent(s) unless and until the City awards the Solicitation, obtains all required approvals, and executes a Contract in accordance herewith. Furthermore, the City reserves the right to award without further discussion.

The City also reserves the right to award the Contract on a split order basis, group by group, item by item, or such combination as will best serve the City's interests unless otherwise stated.

7.2.47. Rights and Remedies

The duties and obligations imposed by this Solicitation and Contract and the rights and remedies available thereunder, and, in particular but without limitation, the warranties, guarantees and obligations imposed upon Successful Respondent and those rights and remedies available to the City, will be in addition to, and will not be construed in any way as a limitation of, any rights and remedies available by law, by special guarantee or by other provisions of the Contract.

7.2.48. Scrutinized Companies

Respondent must certify that it is not participating in a boycott of Israel and must also certify that it is not on the Scrutinized Companies that Boycott Israel list, not on the Scrutinized Companies with Activities in Sudan List, and not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Contractor (Respondent) must submit the certification that is attached to this Contract. Submitting a false certification will be deemed a material breach of contract. The City will have the right to terminate the Contract and seek civil remedies pursuant to Florida Statute § 287.135.

7.2.49. Severability

If any provision of the Contract or the application thereof to any person or situation will to any extent, be held invalid or unenforceable, the remainder of the Contract, and the application of such provisions to persons or situations other than those as to which it will have been held invalid or unenforceable will not be affected thereby, and will continue in full force and effect, and be enforced to the fullest extent permitted by law.



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7.2.50. Subcontractors or Suppliers

Contractors may not subcontract any portion of the services, in whole or in part, without prior written approval from the City Manager, which may be granted or withheld at the City's discretion.

Prior to the commencement of any work pursuant to the Contract, the Contractor will furnish, in writing to the City, the names of all persons/entities (including those who are to furnish materials or equipment fabricated to a special design), if any, proposed for each principal portion of the work.

The City will notify the Contractor, in writing, of any proposed person or entity to which the City has an objection. The Contractor will not employ any subcontractor or supplier against whom the City may have a reasonable objection. Nor will the Contractor be required to employ any subcontractor or supplier unless the City determines that there is good cause for doing so or if the terms of this Solicitation or Contract specify otherwise.

The Contractor will be fully responsible for all acts and omissions of their subcontractors and/or suppliers and of persons and organizations directly or indirectly employed by them and of persons and organizations for whose acts any of them may be liable to the same extent that they are responsible for the acts and omissions of persons directly employed by them.

All work performed for the Successful Respondent by a subcontractor, supplier, or other person will be pursuant to an appropriate agreement between the Successful Respondent and such person. All agreements between the Successful Respondent and all subcontractors, suppliers, or others will specifically bind the subcontractor, supplier, or other person to all applicable terms and conditions of the Contract for the City's benefit.

Nothing in the Contract will create any contractual obligation or liability on the part of the City to any subcontractor, supplier, or other person having a direct contract with Successful Respondent, including, without limitation, any payment to any such person, except as may otherwise be required by law.

7.2.51. Submission of Responses & Evaluations

Acknowledgment by Respondent: By submitting a Response, the Respondent certifies that he/she has fully read and understands the Solicitation and has full knowledge of the scope, nature, and quality of services to be performed or goods to be provided. Incomplete, unresponsive, irresponsible, vague, or ambiguous responses to the Solicitation will be cause for rejection, as determined in the sole discretion of the City.

Acceptance/Rejection/Modification: The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any proposals, and waive minor irregularities in the submittals.

Postponement of Response Opening: The City reserves the right to postpone the date for receipt and opening of Response submissions and will make a reasonable effort to give prospective Respondents at least three (3) calendar days' notice, whenever practicable, of any such postponement.

Responses Binding: All Responses submitted in connection with this Solicitation will constitute binding offers to the City for one hundred and eighty (180) calendar days after opening.

Alternate Responses: An alternate Response will not be considered or accepted by the City.

Interviews: The City reserves the right to conduct interviews or require presentations prior to award.



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Samples: When required by this Solicitation, samples of any goods proposed to be provided by the Successful Respondent must be furnished to the City free of charge. Materials or equipment for which samples are required will not be used in work until approved by the City. Each sample must be labeled with the Respondent's name and delivered within ten (10) calendar days of the Solicitation opening unless another timeframe is specified in this Solicitation. If samples are requested after the Solicitation opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples. Acceptance or approval of a sample will not be construed to change or modify any Contract requirements.

Inspections: The City, at its sole discretion, reserves the right to inspect Respondent's facilities or products, as applicable, to determine their capability of meeting the requirements for the Contract.

Proprietary Responses: By submitting a Response, the Respondent acknowledges that the Response will become the property of the City and will not be returned to the Respondent. In the event of a Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

7.2.52. Taxes

The prices proposed pursuant to the Contract will include the cost of all applicable sales, consumer, use, and other taxes for which the Respondent is liable.

7.2.53. Time is of the Essence

A Successful Respondent understands and agrees that time is of the essence in the completion and delivery of the goods and/or services to be provided in connection with the Solicitation and subsequent Contract.

Contractor will promptly perform its duties under the Contract and will give the Work as much priority as is necessary to cause the Work to be completed on a timely basis in accordance with the Contract. All Work will be performed strictly (not substantially) within the time limitations necessary to maintain the critical path and all deadlines established in the Contract. Time is of the essence in the performance of the Work.

7.2.54. Termination For Convenience

The City Manager may terminate the Contract, in whole or in part, upon thirty (30) days' prior written notice to the Successful Respondent when the City Manager determines it is in the best interest of the City. If the Contract provides for supplies, products, equipment, or software, and is terminated for the convenience of the City, the Successful Respondent will be compensated solely for the supplies, products, equipment, or software delivered to and accepted by the City prior to termination. To the extent this Contract is for services and so terminated, the City will be liable only for payment in accordance with the payment provisions of the Contract for those services rendered and reasonably accepted by the City prior to termination. Except as expressly provided herein, the City will not be liable for any damages incurred by the counterparty to the Contract in connection with such termination.

7.2.55. Termination For Default

If the Successful Respondent defaults in its performance under the Contract and does not cure the default within seven (7) days after written notice of default, the City Manager may terminate this Contract, in whole or in part, upon written notice without penalty to the City. In such event, the Successful Respondent will be liable for damages including the excess cost of procuring similar supplies or services: provided that if, (1) it is determined for any reason that the Successful Respondent was not in default or (2) the Successful



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Respondent's failure to perform is without his control, fault or negligence, the termination will be deemed to be a termination for the convenience of the City.

7.2.56. Waiver of Jury Trial

The City and the Successful Respondent knowingly, irrevocably, voluntarily, and intentionally waive any right either may have to a trial by jury in State or Federal Court proceedings in respect to any dispute arising out of the Contract or the performance of the Work thereunder.

7.2.57. Withdrawal of Response

A Respondent(s) may, without prejudice, withdraw, modify, or correct their Response after it has been submitted to the City, provided the request and any subsequent modifications and/or corrections are filed with the City in writing before the deadline to submit the Response. The original Response, as modified by such writing, will be considered as the Response submitted by the Respondent(s). No oral modifications will be considered.

8. VENDOR RESPONSE

8.1. Vendor Questionnaire

1. Cover Page*

Show the name of Proposer's firm, address, telephone number, and name of contact person, email address, date, and the subject: "Custodial Services for City of Doral Facilities RFP 2026-09."

*Response required

2. Bid Submission Packet*

Bid Submission Packet should include and requirements listed in Response Requirements section. Include a Table of Contents which should follow in sequential order the sections and documents specified herein, including all documents requested. All pages should be consecutively numbered and correspond to the Table of Contents.

*Response required

3. Breakdown of lump sum excel spreadsheet*

A breakdown of the lump sum is requested by line item to allow the Evaluation Committee to evaluate how the bidder/proposer has arrived at the lump sum. Each city location should have a line-item breakdown of the lump sum. Bidder shall include all taxes, insurance, social security, workmen's compensation, and any other benefits normally paid by the bidder to its employees.

Please download the below documents, complete, and upload.

- [Lump Sum Breakdown per City...](#)

*Response required

4. Breakdown of chemicals and cleaning products*

A spreadsheet shall be provided for Green Certified chemicals and paper goods as per Green Seal's Standard for Industrial and Institutional Cleaners.

Please download the below documents, complete, and upload.



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- [Custodial Supplies Cost She...](#)

*Response required

5. Proposer Qualification Statement*

Please download the below documents, complete, and upload.

- [PROPOSER QUALIFICATION STAT...](#)

*Response required

6. Occupational License*

Current copy of Occupational License must be submitted with bid. Include all Relevant licenses, certifications, and industry credentials

*Response required

7. Performance Evaluation Survey

Please download the below documents, forward to a minimum of 3 current/former customers to complete and send directly to the City at PerformanceSurvey@cityofdoral.com.

- [Survey.pdf](#)

8. Date of Entity Formation*

*Response required

9. Entity Type*

- Corporation
- Partnership
- LLC
- Other

*Response required

10. Business Entity Affidavit*

Please download the below documents, complete, and upload.

- [Business Entity Affidavit.pdf](#)

*Response required

11. Certificate of Authority*

Please download the below documents, complete, and upload.

- [CERTIFICATE OF AUTHORITY 20...](#)

*Response required

12. Confirmation of Understanding for Certificate of Authority*

Bidder understands that they must return a Certificate of Authority in order to be considered for the solicitation.



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Please confirm

*Response required

13. Office Location*

*Response required

14. FEI/EIN Number*

*Response required

15. Authorized Representative*

Name and Title

*Response required

16. The undersigned Bidder/Proposer agrees*

If this Bid is accepted by the City, to enter into an agreement with the City of Doral to perform and furnish all goods and/or services as specified or indicated in the Contract for the Price and within the timeframe indicated in this bid and in accordance with the terms and conditions of the Contract.

Please confirm

*Response required

17. Bidder/Proposer accepts all of the terms and conditions of the Solicitation*

Including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 180 days after the day of Bid opening. Bidder/Proposer agrees to sign and submit the Contract with any applicable documents required by this ITB within ten days after the date of City's Notice of Award.

Please confirm

*Response required

18. Bidder/Proposer further warrants and represents *

It has familiarized themselves with the nature and extent of the Contract, required goods and/or services, site, locality, and all local conditions and applicable laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.

Please confirm

*Response required

19. Bidder/Proposer further warrants and represents*

It has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions to the extent applicable to the Work, and has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all information that pertains to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance, or furnishing of the Work, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder/Proposer for such purposes.



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Please confirm

*Response required

20. Bidder/Proposer further warrants and represents*

It has given the City written notice of all errors or discrepancies it has discovered in the Contract and the resolution thereof by the City is acceptable to Bidder/Proposer.

Please confirm

*Response required

21. Bidder/Proposer further warrants and represents*

This Bid/Proposal is genuine and not made in the interest of or on behalf of any other undisclosed person, firm or corporation; Bidder/Proposer has not directly or indirectly induced or solicited any other Bidder/Proposer to submit a false or sham Proposal; Bidder/Proposer has not solicited or induced any person, firm or corporation to refrain from submitting; and Bidder/Proposer has not sought by collusion to obtain for itself any advantage over any other Bidder/Proposer or over the City.

Please confirm

*Response required

22. Bidder/Proposer understands that the quantities provided are only provided for proposal evaluation only. The actual quantities may be higher or lower than those in the proposal form.*

Please confirm

*Response required

23. Bidder/Proposer understands and agrees that the Contract Price is Unit Rate Contract to furnish and deliver all of the Work complete in place as such the Proposer shall furnish all labor, materials, equipment, tools superintendence, and services necessary to provide a complete Project.*

Please confirm

*Response required

24. Communication - If information is different than what is provided in Vendor Profile:

Communications concerning this Proposal shall be addressed to:

Please provide:

- Name of Bidder/Proposer
- Telephone Number
- Email Address
- Attention



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25. SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT PURSUANT TO...](#)

*Response required

26. Compliance With Foreign Entity Laws*

Applicant certifies as follows:

- A. Bidder is not owned by the government of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- B. The government of a foreign country of concern does not have a controlling interest in Bidder, as defined in Section 287.138, Florida Statutes.
- C. Bidder is not organized under the laws of a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- D. Bidder does not have a principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
- E. Bidder is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to s. 215.473.
- F. Bidder is not engaged in business operations in Cuba or Syria.
- G. Bidder is not participating in a boycott of Israel, and is not on the Scrutinized Companies that Boycott Israel list in accordance with the requirements of Sections 287.135 and F.S. 215.473, Florida Statutes

Please confirm

*Response required

27. Disability, Nondiscrimination, and Equal Employment Opportunity*

Applicant certifies that Bidder is in compliance with and agrees to continue to comply with, and ensure that any subcontractor, or third party contractor under any and all contracts with the City of Doral complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 1210112213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501 553.513, Florida Statutes.



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- The Rehabilitation Act of 1973, 229 USC Section 794.
- The Federal Transit Act, as amended 49 USC Section 1612.
- The Fair Housing Act as amended 42 USC Section 3601-3631

Please confirm

*Response required

28. Conformance with OSHA Standards*

Applicant certifies and agrees that Applicant has the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and local safety and health regulations, and in the event the City engages Bidder, Bidder agrees to indemnify and hold harmless the City of Doral, against any and all liability, claims, damages losses and expenses the City may incur due to the failure of itself or any of its subcontractors to comply with such act or regulation in the performance of the contract.

Please confirm

*Response required

29. E-Verify Program Affidavit*

Affiant certifies the following:

- A. Affiant is familiar with and understands the provisions of Section 448.095, Florida Statutes and 48 CFR 52.222-54 and has sufficient knowledge of the personnel practices of the Bidder to execute this Declaration on behalf of the Bidder.
- B. Bidder has registered with and utilizes the federal work authorization program commonly known as E-Verify or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in F.S. 448.095, which prohibits the employment, contracting or sub-contracting with an unauthorized alien.
- C. Bidder does not knowingly employ Affiants or retain in its employ a person whose immigration status makes them ineligible to work for the Bidder.
- D. Bidder has verified that any subcontractors utilized to deliver goods or services to the City through the Contractor's contract with the City use the E-Verify system and do not knowingly employ persons whose immigration status makes them ineligible to work for the subcontractor. The undersigned further confirms that it has obtained all necessary affidavits from its subcontractors, if applicable, in compliance with F.S. 448.095, and that such affidavits shall be provided to the City upon request.
- E. Failure to comply with the requirements of F.S. 448.095 may result in termination of the Bidder's contract(s) with the City of Doral.

Please confirm



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*Response required

30. AFFIDAVIT REGARDING UNAUTHORIZED ALIENS UNDER 448.095, FLORIDA STATUTES*

Please download the below documents, complete, and upload.

- [AFFIDAVIT REGARDING UNAUTHO...](#)

*Response required

31. No Contingency Affidavit*

Affiant certifies the following:

- A. Neither Bidder nor any principal, employee, agent, representative or family member has promised to pay, and Bidder has not and will not pay, a fee the amount of which is contingent upon the City of Doral awarding a contract.
- B. Bidder warrants that neither it, nor any principal, employee, agent, or representative has procured, or attempted to procure, a contract with the City of Doral in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances.
- C. Bidder acknowledges that a violation of this warranty may result in the termination of any contracts and forfeiture of funds paid, or to be paid, to the Bidder if awarded a contract.

Please confirm

*Response required

32. Copeland Anti-Kickback Affidavit*

Affiant certifies that no portion of any sums will be paid to any employees of the City of Doral, its elected officials, or its consultants, as a commission, kickback, reward or gift, directly or indirectly by Bidder or any member of Bidder's firm or by any officer of the corporation in exchange for business with the City of Doral.

Please confirm

*Response required

33. Non-Collusion Affidavit*

I, the affiant, swear or affirm that:

- A. Affiant is fully informed respecting the preparation and contents of the attached Bid/Proposal by Contractor and of all pertinent circumstances respecting such Bid/Proposal.
- B. Such Bid/Proposal is genuine and is not a collusive or sham Bid/Proposal.
- C. Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham Bid/Proposal in connection with the Work for which the attached Bid/Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by



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agreement or collusion, or communication, or conference with any firm or person to fix any overhead, profit, or cost elements of the Bid/Proposal or of any other person submitting a response to the solicitation, or to fix any overhead, profit, or cost elements of the quoted price(s) or the quoted price(s) of any other bidding/proposing person, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed Work.

- D. The price(s) quoted in the attached Bid/Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this Affiant.

Please confirm

*Response required

34. Drug Free Workplace Program*

Bidder, in accordance with Florida statute 287.087 hereby certifies that the Bidder does all of the following:

- A. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Informs Employees about the dangers of drug abuse in the workplace, the business' policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
- D. In the statement specified in subsection (a), notifies the employees that, as a conditions of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Imposes a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Please confirm

*Response required



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35. Cone of Silence Certification*

Affiant certifies and that Affiant has read and understands the "Cone of Silence" requirements set forth in this Solicitation and further certifies that neither I, nor any agent or representative of the Company has violated this provision.

Please confirm

*Response required

36. Bidder Affirmation*

Please download the below documents, complete, and upload.

- [BIDDER AFFIRMATION..pdf](#)

*Response required

37. Conflict of Interest Disclosure*

Please download the below documents, complete, and upload.

- [CONFLICT OF INTEREST DISCLO...](#)

*Response required

38. Required Affidavit Regarding the Use of Coercion for Labor and Services*

Please download the below documents, complete, and upload.

- [Required Affidavit Regardin...](#)

*Response required

39. Proposed Subcontractor Form*

Please download the below documents, complete, and upload.

- [List of Proposed Subcontrac...](#)

*Response required

40. Statement*

I understand that a "person" as defined in 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons" includes officers, directors, executives, partners, shareholders, employees, members, and agents active in management of the entity.

Please confirm

*Response required



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41. Optional Supporting Documentation (Confidential Submission)

Bidders may upload any supporting statements or documentation relevant to their proposal. If submitted, these documents will be treated as confidential and used solely for evaluation purposes in accordance with applicable public records laws.

42. Payment and Performance Bond forms (If applicable)

Payment and Performance Bond forms (If applicable)

- [Bond Form.pdf](#)

43. Veteran certification

Respondent provided proof of certification showing it is a certified veteran business enterprise or certified service-disabled veteran business enterprise, as defined in City of Doral Code Section 2-324

44. W9*

Request for Taxpayer Identification Number and Certification

*Response required

45. Dun & Bradstreet (D&B) Business Information Report*

All Respondents are required to provide a current Dun & Bradstreet (D&B) Business Information Report for their company as part of their submission. This report will be used by the City to evaluate the proposer's financial stability and capacity to undertake additional services.

*Response required

46. Bid Bond

A Bid Bond in the amount of five (5%) percent of the base bid amount is required for this project. BID Bond MUST be submitted to the City Clerks Office no later than the Deadline for RFP Submittals & Date of Opening detailed in the timeline.

Please download the below documents, complete, and upload.

- [Bid Bond 09.pdf](#)